Board Minutes
2022

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12/21

Note: Dates after the policies indicate the date the policy was last reviewed or revised by the board.

2022 Budget

1 PERSONAL SERVICES

1.1 Salaries and wages	
1.11 Salary of librarian	$83,595
1.12 Salary of Assistants	$1,227,154
1.13 Wages of Janitor	$100,212
1.2 Employee benefits	
1.21 Employer: FICA	$107,939
1.22 Unemployment Comp	$2,462
1.23 Employer: PERF	$126,700
1.24 Employer: Group Insur.	$173,581
1.31. Other Personal Services	$0
Total Personal Services	$1,821,643

2 SUPPLIES

2.1 Office supplies	
2.11 Official records	$500
2.12 Stationery/printing	$500
2.13 Other office supplies	$7,000
2.2 Operating supplies	
2.21 Cleaning/sanitation	$8,000
2.22 Fuel/oil/lubricants	$0
2.23 Other operating supplies	$5,500
2.3 Repair/maintenance supplies	
2.31 Building materials	$1,500
2.32 Painting supplies	$400
2.33 Repair parts	$750
2.4 Other supplies	
2.41 Library supplies	$15,500
2.42 Marketing	$100
Total Supplies	$39,750

3 OTHER SERVICES/CHARGES

3.1 Professional services	
3.11 Consulting services	$0
3.12 Engineer/Arch Services	$0
3.13 Legal services	$6,000
3.14 Other profess. services	$5,400
3.145 Databases/Licensing Services	$30,100
3.146 E-Books Services	$31,500
3.147 Apps	$100
3.2 Communication/Transportation	
3.21 Telephone	$14,000
3.22 Postage	$2,000

3.23	Traveling expenses	$20,000
3.24	Professional mtgs	$9,000
3.25	Freight/Express	$1,800
3.26	Network expenses	$84,956
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	$800
3.32	Printing (not offc. supply)	$0
3.33	Marketing advertising	$3,500
3.4	Insurance	
3.41	Official bonds	$500
3.42	Other insurance	$29,000
3.5	Utility services	
3.51	Gas	$25,000
3.52	Electricity	$130,000
3.53	Water	$3,500
3.54	Waste disposal service	$8,000
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	$120,000
3.62	Equipment	$500
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	$350
3.91	Dues	$2,600
3.92	Interest on loans	$0
3.93	Taxes/Assessments	$1,200
3.94	Transfer to LIRF	$50,000
3.95	Book reimbursement	$200
3.96	Petty cash	$120
3.97	Interview/moving expense	$0
3.98	Maintenance contracts	$110,044
	Total Other Services/Charges	$690,170
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	$0
4.4	Furniture/equipment	$40,000
4.5	Other capital outlays	0
4.51	Books	$150,000
4.52	Periodicals,newspapers	$16,500
4.53	Nonprint materials	$66,000
	Total Capital Outlays	$272,500
	FUND TOTAL	$2,824,063

Board Meeting Dates
2022

Meetings are held at 6:00 P.M. at the Rensselaer Library unless otherwise noted

Monday, January 10

Monday, February 14
Rensselaer Librarian & Youth Services Librarian Annual Reports

Monday, March 14

Monday, April 11 (at DeMotte)
DeMotte Librarian & Children's Librarian Annual Reports

Monday, May 9

Monday, June 13
Webmaster Annual Report

Monday, July 11

Monday, August 8

Monday, September 12 (at Wheatfield)
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 10

Monday, November 14
Technical Services Librarian & Systems Administrator Annual Reports

Monday, December 12

Wednesday, December 28
(Special Year End Meeting-time to be announced)

Holiday Schedule 2022

The Libraries will be closed on the following days:

New Year's Day: Saturday, January 1
Memorial Day: Monday, May 30
Independence Day: Monday, July 4
Labor Day: Monday, September 5
Thanksgiving: Thursday, November 24
Christmas Eve: Saturday, December 24
Christmas Day: Monday, December 26
New Year's Eve: Saturday, December 31

In addition, all locations will close at 5:00 PM
on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2022.

LIBRARY POLICY REVIEW SCHEDULE
2022

Review Month	Policy	Policy Manual Page
January:	Materiality Policy	204
	Code of Ethics Policy	206
	Criminal History Policy	230
February:	Holiday Policy	127
	Library Behavior Policy	141
	Fine Free Library Policy	228
March:	Staff Complaint Policy	146
	Public Purchase Policy	175
	Proctoring Policy	216
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
	Social Media Policy	196
July:	Fax Machine Policy	125
	Reciprocal Borrowing Policy	159
	Brand & Logo Policy	218
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
	Fixed Asset Policy	181
September:	Board By-Laws	81
	Board/Staff Privileges	143 & 145
October:	Computer Use Policy	123
	Reference Policy	135
	ADA Notice	190
	Video Surveillance Policy	200
November:	Meeting Room Policy	101-103
	Circulation Policy	161
	Interlibrary Loan Policy	210
December:	No policies reviewed	

LIBRARY POLICY REVIEW SCHEDULE
2023

Review Month	Policy	Policy Manual Page
January:	Materiality Policy	204
	Code of Ethics Policy	206
February:	FAX Policy	125
	Board Commitment	147
	Staff Commitment	149
	Gift Policy	183
	Debit/Credit Card Processing Policy	202
March:	Microfilm Reader/Printer Policy	155
	FMLA/Military Leave Policy	171
	LCD (Digital) Projector Policy	179
April:	Personnel Policy	109
	FFCRA Policy	220
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Hotspot Policy	214
	Internet Acceptable Use/Safety Policy	151
	Social Media Policy	196
July:	Public Relations/Information Policy	97
	Public Records Policy	99
	Patron Tasks/Devices	194
August:	Art Exhibit/Display Case Use Policy	131
	Bulletin Board Policy	133
	Photography, Videotaping, and Other Recording Devices Policy	188
September:	Board By-Laws	81
	Mission/Role/Values	87
	Blu-ray/DVD Policy	107
	Group Visit Policy	169
October:	Public Forum Policy	137
	Harassment/Discrimination Policy	139
	Library Credit Card Policy	180
	Digital Access Card Policy	212
November:	Materials Selection Policy	93
	Circulation Policy	161
	Indemnification Policy	177
	Curbside Service Policy	232
December:	No policies reviewed	

Revised 12/21

Library Board Committees
2022

Budget Committee: Kevin Kaluf, chair; Janelle Harper; Kristie Housman

Meets in July or early August to review next year's budget proposal prepared by library staff. Committee presents recommendation to the full board at the August meeting.

Director's Evaluation Committee: Janet Umlauf, chair; Mark Heinig; Julie Davidson

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Janelle Harper, chair; Janett Kingman; Kristie Housman

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Mark Heinig, chair; Kevin Kaluf; Julie Davidson

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

Jasper County Public Library 2022 Board Members

	Phone	Term Expires	Appointed By
President:			
Julie Davidson	[redacted]	August 2, 2023	Pres. KV & West Central School Boards
[redacted]	[redacted]		
Vice-President:			
Kevin Kaluf	[redacted]	June 30, 2024	County Council
[redacted]	[redacted]		
Secretary:			
Janet Umlauf	[redacted]	December 31, 2023	County Commissioners
[redacted]	[redacted]		
Treasurer:			
Janelle Harper	[redacted]	December 31, 2022	County Commissioners
[redacted]	[redacted]		
Asst. Treasurer:			
Mark Heinig	[redacted]	May 9, 2026	Rensselaer Central School Board
[redacted]	[redacted]		
Kristie Housman	[redacted]	May 11, 2025	Rensselaer Central School Board
[redacted]	[redacted]		
Janett Kingman	866-8575	December 31, 2025	County Council
[redacted]	[redacted]		

EMPLOYEE_N	JOB_TITLE	ADDRESS	CITY,STATE	TELEPHONE	CELL_PHONE
AMALONG, Rebecca	Tech Services Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
KO, Donna	HR Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
KER, Kate	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
BEEDLE, Marlene	Specialist - D	[redacted]	[redacted]	[redacted]	[redacted]
BISHOP, Nicole	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
BRENNAN, Grace	Page - D	[redacted]	[redacted]	[redacted]	[redacted]
BROUSSARD, Sheila	Systems Admin - R	[redacted]	[redacted]	[redacted]	[redacted]
CAVINDER, Rachael	Y.S. Specialist - W	[redacted]	[redacted]	[redacted]	[redacted]
COLE, Madison	Page - W	[redacted]	[redacted]	[redacted]	[redacted]
COMINGORE, Linda	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
CURLESS, Madelynn	Page - D	[redacted]	[redacted]	[redacted]	[redacted]
DEJONG, Kayla	Asst - R	[redacted]	[redacted]	[redacted]	[redacted]
DELGER, Kimberly (Kim)	Specialist - D	[redacted]	[redacted]	[redacted]	[redacted]
DEVRIES, Carolynn	Specialist - W	[redacted]	[redacted]	[redacted]	[redacted]
EENIGENBURG, Patty	Assistant- D	[redacted]	[redacted]	[redacted]	[redacted]
FAGENBAUM, Autumn	Y.S. Specialist - D	[redacted]	[redacted]	[redacted]	[redacted]
GILBERT, Jason	Maintenance - W	[redacted]	[redacted]	[redacted]	[redacted]
GILMORE, Rayann	Business Mgr - R	[redacted]	[redacted]	[redacted]	[redacted]
HAUSENFLECK, Karla	YS Assistant - D	[redacted]	[redacted]	[redacted]	[redacted]
HELDAK, Shannon	Agency Librarian - D	[redacted]	[redacted]	[redacted]	[redacted]
HOPKINS, Beth	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
HUNTER, Kimberly	Assistant - R	[redacted]	[redacted]	[redacted]	[redacted]
JONES, Margaret	Janitor - W	[redacted]	[redacted]	[redacted]	[redacted]
KAMPERSAL, Samantha	Publicity Asst./Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
KEOWN, James "Josh"	Janitor - D	[redacted]	[redacted]	[redacted]	[redacted]
KUHN, Rachel	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
LAKIN, Kaitlyn	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
BERT, Jean	Janitor/TS LA - D, R	[redacted]	[redacted]	[redacted]	[redacted]
NS, Diane	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
MICHELIN, Peggy	T.S. Specialist -R	[redacted]	[redacted]	[redacted]	[redacted]
MOLENAAR, Mary	TS Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
ODLE, Cheyann	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
PACK, Staci	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
PARRISH, Evelyn	Agency Librarian - W	[redacted]	[redacted]	[redacted]	[redacted]
PHILLIPS, Nancy	Y.S Assistant - R	[redacted]	[redacted]	[redacted]	[redacted]
POORTENGA, Linda	HQ Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
POWELL, Bryce	Janitor - R	[redacted]	[redacted]	[redacted]	[redacted]
RUFFALO, Stone	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
RYAN, Thomas	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
SALYER, Virginia	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
SANDERS, Alicia	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
SANDERS, Christina	Janitor/Courier - W, R	[redacted]	[redacted]	[redacted]	[redacted]
SCHRAG, Bonnie	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
SKINNER, Jenna	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
SMITH, Melissa	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
SPEACHT, Nanette	Assistant - W	[redacted]	[redacted]	[redacted]	[redacted]
STRINGFELLOW, Patty	Director - R	[redacted]	[redacted]	[redacted]	[redacted]
THOMPSON, Linda	Assistant - W	[redacted]	[redacted]	[redacted]	[redacted]
TRAINOR, Neile	Assistant - D	[redacted]	[redacted]	[redacted]	[redacted]
VAN BLAIRCOM, Daniel	Maintenance - R	[redacted]	[redacted]	[redacted]	[redacted]
WIDNER, Melissa	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
WILMA, Janice	Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
WILSON, Bella	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
YNKOOP, Dorene	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]

Revised 12/30/21

Jasper County Public Library Board and Administration Monthly Tasks

Every Month

- Library receives Certified Shares (LIT)
- Business Manager completes SBA-required uploads to the Gateway by the 25th day of the month – bank reconcilements; approved board minutes; funds ledger (summarizing total receipts, disbursements, and balances by Fund) **This new requirement began mid-year 2018 and SBA requested that we go back and upload Jan-June 2018 files, too. We honored that request.

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.

2. New officers take office.

3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating

4. Annual salary ordinance is approved.

5. Library board and staff will complete Code of Ethics Disclosure Form annually.

6. Certification of Board and employees to State Board of Accounts by January 31 annually (submitted via Gateway).

7. Annual statistic report due to Indiana State Library by March 1.

8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January. (Bid out in 2022.)

9. Materiality Policy & Code of Ethics Policy reviewed annually.

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1. Business Manager completes SBA-required annual uploads to the Gateway no later than March 1 – year-end bank statement; year-end outstanding check list; year-end investment statements; detail of receipts for the year; detail of disbursements for the year; current year salary ordinance; annual employee earnings record; annual vendor history report.

2. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.

3. February 28 is the deadline for each political subdivision to submit report to the DLGF of any outstanding bonds or leases (as of January 1). IC 5-1-18-9 DLGF cannot certify a budget or levy for debt service funds for the next year's budget if debt issuance report is not filed, unless the DLGF grants a waiver for good cause.

4. Update nonresident annual fee. Send copy of minutes to Indiana State Library.

5. Names and addresses of employees sent to County Treasurer upon email request.

March

1. March 1 Units file Annual Report for preceding year with SBA. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5

April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years. (Designation should occur in 2022.)

2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.

3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.

2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. Property tax distribution of May 10 collection by June 30.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.

2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.

3. Finalize budget estimate, plan for public hearing, approval to advertise, and adoption.

August

1. Deadline for county auditors to certify 2022 pay 2023 net assessed values and estimates of miscellaneous revenues with units and the department. IC 6-1.1-17.1
2. All libraries are required to report cybersecurity incidents to the Indiana Office of Technology within two business days of an incident and designate a point of contact/cyber incident reporter before September 1 each year. Annually in August the library director and system's administrator will be registered as the Library's primary contacts for reporting a cybersecurity incident.

September

1. September 1 is the last day for units, including certain libraries under IC 6-1.1-17-20.3 to submit proposed 2023 budgets, rates, and levies to county fiscal bodies or other appropriate fiscal body for review and recommendation or adoption. Local council sets the date that is typically in August in Jasper County.

2. DLGF will establish the last day for first and second publications of proposed 2023 tax levy, budget, and notice to taxpayers of public hearing. Memo is distributed to units with dates.

3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

October

1. October 1 is the last day for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units proposed tax rates, levies, and budgets for the next year.

2. DLGF memo will indicate last possible day for taxing units to hold a public hearing on next year's budget. Public hearing must be held at least 10 days before budget is adopted.

3. DLGF memo will indicate last possible day ten or more tax payers may object to next year's budget, tax rate, or tax levy of a political subdivision.

4. Board Nominating Committee prepares slate of officers for following year.

5. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

In recent years Budget is adopted, usually at the regular board meeting but at least ten days after public hearing which has been held in September in recent years.

Library budget is submitted via Gateway no later than two days after adoption.
Final due date in DLGF memo.

November

1. November 1 is the deadline for all taxing units to adopt next year budgets, rates, and levies.

2. Nominating Committee presents slate of officers at board meeting.

2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates. Due by the end of the year!

3. Assistant treasurer is selected by board.

4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)

5. Internal Control Standards & System Reviewed/Revised/Adopted by Board

December

1. Election of officers.

2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!

3. Library receives last installment of property, CVET, excise & financial institution tax revenues.

4. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.

5. Provide board with board meeting schedule for following year.

6. Create Board Policy Review Schedule for following 2 years.

7. By December 1 names and addresses of employees sent to County Treasurer.

8. Director distributes list of ensuing years' holidays.

9. Newly elected Board Treasurer and Assistant Treasurer to provide Financial Banking Institutions with their information and sign new back authorizations as check signers. New Treasurer and Assistant Treasurer bonds to be issued for new year.

revised 12/21

Bylaws of the Board of Trustees
# of the
Jasper County Public Library

ARTICLE I

ORGANIZATION

Section 1 **Name**. The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."

Section 2 **Organization**. The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.

Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.

Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.

Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.

Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

Section 1 **Appointments** . The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.

Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.

Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.

Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings**. Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions**. Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum**. For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote**. An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings**. Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)
Approval of agenda format and of consent agenda items
General business
Director's Report
Items for future agendas
Public forum
Adjournment

Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee:** The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies**. When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.

Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

ARTICLE XII

AMENDMENTS

Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.

Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/16; revised 9/19; reviewed 9/22

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Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 10, 2022, 6pm
Rensselaer Public Library

Board of Finance Meeting	**Purpose**
Annual Financial Report (R 8)	Information
Outstanding Checks (F2.2)	Information
Accounting Practices for 2022 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 16)	Action
Designate Newspapers for Publishing Notices (R 20)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of December Board Meetings
Bills/Financial Reports
Salary Ordinance for 2022 (R 7)
Policy Review (R 20)

General Business

Oath of Office – Janett Kingman (R 21)	Action
Oath of Office – Treasurer (R 21)	Action
Oath of Office – Assistant Treasurer (R 21)	Action
DeMotte Parking Lot Project Bids/Recommendation (R 21)	Action
Permission to Send Microfilm for Digitization (R 21)	Action
Conflict of Interest (R 18; R 21)	Information
Committee Assignments (R 22)	Information

Director's Report (R 20-R 24)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **December 13, 2021**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Janelle Harper, Natalie Waling, Kevin Kaluf, Julie Davidson, Patricia Stringfellow, Rayann Gilmore, Harry Mohler
Absent: Kristie Housman, Janet Umlauf, Mark Heinig

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the November Board Meeting Minutes, bills/financial reports including amended reports for October 2021, Salary Ordinance Update, and Hotspot Policy revisions were approved as presented on a motion by J. Davidson and seconded by J. Harper. Motion passed.

DeMotte Parking Lot Project Bids: Architect, Harry Mohler, shared a summary of the bids that were publicly opened today at 3pm. Two bids were received: one from Gariup Construction Co., Inc. and one from Hamstra Builders, Inc. The bid from Gariup Construction totaled $643,900.00 for the base bid plus all alternates with a total of 130 days from start to completion. The bid from Hamstra Builders totaled $437,608.00 for the base bid plus all alternates with a total of 240 days from start to completion. H. Mohler will review the bids and compare them to the specifications. He will bring a recommendation back to the Board at the January meeting.

Capital Asset Policy: The State Board of Accounts has some new requirements/recommendations for this required policy. We have revised our current Fixed Asset Inventory Policy to meet the requirements. N. Waling moved to approve the Capital Asset Policy (previously named Fixed Asset Inventory Policy) as presented, seconded by J. Davidson. Motion passed.

Health & Life Insurance Renewal: We have received our health and life insurance renewal information. We did budget for a 10% increase in health insurance costs for our 2022 budget. The cost for our current health insurance plan has gone up 10.9%. Coverage did not change. Rates for life insurance increased slightly (15 cents per employee per month). We have reviewed the renewal information and recommend that you approve our continuing with our current plans for health and life insurance. We did seek a quote for a new health insurance option but that came in considerably higher than what we currently offer. J. Davidson moved to continue with the current health and life insurance plans, seconded by J. Harper. Motion passed.

Dental and Vision Insurance Renewal: The cost for our dental insurance increased 2.39%. The vision insurance is on a rate hold this year. Coverage remains the same for both dental and vision insurance. We recommend that you approve our continuing with our current plans for dental and vision insurance. J. Harper moved to continue with the current dental and vision insurance plans, seconded by N. Waling. Motion passed.

2022 Salary Increase: P. Stringfellow explained that the 2022 Budget was written to support up to a 3% salary increase. J. Davidson moved to approve a 3% salary increase for staff in 2022, seconded by J. Harper. Motion passed.

Director Salary 2022: As per Board and Administration Monthly Tasks, Director's salary for 2022 is determined in open session. N. Waling moved that the Director's salary be increased by 3% as approved for staff, seconded by J. Davidson. Motion passed.

Election of Officers: N. Waling made a motion to elect the slate of officers for 2022 as presented: President- J. Davidson, Vice-President- K. Kaluf, Secretary- J. Umlauf, Treasurer- J. Harper, Assistant Treasurer- M. Heinig. J. Davidson seconded the motion. Motion passed.

End of December Board Meeting: Board members are scheduled to meet Wednesday, December 29, 2021 at 9:00am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. J. Davidson, and K. Kaluf can attend. We need four board members to have a quorum.

Director's Report: We received official word from DLGF that our 2022 Budget has been approved. In September Alliance Bank held a promotion, Swipe for Story Time. One dollar would be set aside for library story times for a debit swipe in the month of September up to a limit of $10,500. Seven libraries stood to benefit. We were one of the seven. On November 10 Alliance Bank delivered a check to the library in the amount of $1500 for JCPL. Janice Wilma accepted on our behalf. The check will be divided into thirds with each Children's Department receiving $500. Swipe for Story Time was very good to us! We reviewed our Internal Control Standards and System. No revisions are recommended this year. Our Directors and Officers Liability Insurance Policy is renewing with a slight increase of $109. The coverage remains the same. It is the first increase in premium since 2016. Work is moving forward on the ARPA Grant project. We are in the process of signing a contract for digital services, publicity has gone out, and we have begun collating data from the microfilm.

Adjournment: With no further matters for discussion J. Davidson moved to adjourn the meeting at 6:47 PM, seconded by N. Waling.

Julie Davidson

Julie Davidson, Secretary

Attest: K. Kaluf, President

Minutes……………………………………………………….December 29, 2021
Meeting of the Jasper County Public Library Board 9:00 AM
Rensselaer Library

Present: Kevin Kaluf, Janet Umlauf, Natalie Waling, Julie Davidson, Patty Stringfellow

On a motion by J. Davidson, seconded by N. Waling, the Board unanimously approved year-end bills.

On a motion by N. Waling, seconded by J. Umlauf the Board unanimously approved transfers in the Operating Fund.

On a motion by J. Umlauf, seconded by J. Davidson, the Board unanimously approved the recently adopted Capital Assets Policy to be retroactive to January 1, 2021.

With no further business, the meeting adjourned at 9:03 AM.

Julie Davidson

Attest: Kevin Kaluf

Julie Davidson, Secretary

CIRCULATION BY HOLDINGS CODE
December 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	21	0	1	22
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	17	2	0	19
Blu-Ray (DBR)	152	11	5	168
Books on CD (DBKCD)	47	10	3	60
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	17	6	0	23
Digital Audiobooks (DDA)	8	0	1	9
DVD (DDVD)	1053	68	47	1168
Equipment (DEQP)	32	0	0	32
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	300	15	10	325
Fiction Fantasy (DFICF)	13	0	0	13
Fiction Inspirational (DFICI)	76	0	0	76
Fiction Mystery (DFICM)	55	3	0	58
Fiction New (DFICNEW)	384	22	10	416
Fiction Science Fiction (DFICSF)	6	0	0	6
Fiction Western (DFICW)	7	1	0	8
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	26	0	0	26
Hanging Bags (DHANG)	18	1	1	20
Hotspots (DWIFI)	2	32	4	38
ILL (DILL)	10	0	1	11
Internet (DINTER)	327	0	0	327
Juv. Audio book (DJAUDB)	18	1	2	21
Juv. Biography (DJBIO)	35	3	1	39
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	23	2	0	25
Juv. Digital Device (DJDDP)	8	0	0	8
Juvenile Easy (DJE)	545	17	37	599
Juv. Easy Non-fiction (DJENF)	35	0	5	40
Juv. Easy Reader (DJER)	228	3	1	232
Juv. Easy Reader NF (DJERN)	15	0	4	19
Juv. Fiction (DJFIC)	426	23	25	474
Juv. Graphic Novel (DJGN)	102	2	9	113
Juv. Holiday books (DJHOL)	233	10	10	253
Juv. Launchpads (DPTAB)	7	0	0	7
Juv. Magazine (DJMAG)	12	0	2	14
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	151	8	9	168
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	150	1	1	152
Large Print Fiction (DLPF)	76	4	12	92
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	68	2	3	73
Large Print Nonfic (DLPNF)	4	0	2	6
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	331	0	0	331
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	1	0	0	1
Nonfiction 100 (DNF100)	14	0	2	16
Nonfiction 200 (DNF200)	10	0	3	13
Nonfiction 300 (DNF300)	29	0	4	33
Nonfiction 400 (DNF400)	2	0	1	3
Nonfiction 500 (DNF500)	17	0	1	18
Nonfiction 600 (DNF600)	79	2	18	99
Nonfiction 700 (DNF700)	31	2	6	39
Nonfiction 800 (DNF800)	4	1	5	10
Nonfiction 900 (DNF900)	20	2	2	24
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	30	0	0	30
Nonfiction (DNFIC)	3	0	0	3
Nonfiction New (DNFNEW)	108	11	10	129
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	2	0	0	2
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	0	2
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	3	48	1	52
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	6	0	2	8
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	72	4	3	79
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	6	0	0	6
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	2	0	0	2

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	20	0	22
Blu-Ray (RBR)	6	271	0	277
Books on CD (RBKCD)	3	36	3	42
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	78	0	81
Digital Audiobooks (RDA)	0	10	1	11
DVD (RDVD)	61	1302	55	1418
Equipment (REQP)	0	9	4	13
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	42	377	14	433
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	25	253	9	287
Genealogy (RGENE)	0	4	0	4
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	3	54	3	60
Hanging Bag (RHANG)	0	33	0	33
Hotspots (RWIFI)	4	34	3	41
ILL (RILL)	0	17	0	17
Internet (RINTER)	0	127	0	127
Juv. Audio book (RJAUDB)	0	21	1	22
Juv. Biography (RJBIO)	6	5	4	15
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	17	0	17
Juv. Digital Device (RJDDP)	1	4	0	5
Juvenile Easy (RJE)	22	442	28	492
Juv. Easy Non-fiction (RJENF)	0	35	5	40
Juv. Easy Reader (RJER)	16	186	7	209
Juv. Easy Reader NF (RJERN)	2	20	1	23
Juv. Fiction (RJFIC)	34	291	16	341
Juv. Graphic Novel (RJGN)	9	87	1	97
Juv. Launchpads (RPTAB)	1	1	0	2
Juv. Magazine (RJMAG)	0	5	0	5
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	28	148	7	183
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	6	105	5	116
Large Print Fiction (RLPF)	2	123	5	130
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	7	105	1	113
Large Print Nonfic (RLPNF)	3	3	2	8
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	2	120	0	122
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	1	0	1
Non-Fiction 100 (RNF100)	1	10	7	18

Non-Fiction 200 (RNF200)	3	20	3	26
Non-Fiction 300 (RNF300)	3	40	8	51
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	0	13	2	15
Non-Fiction 600 (RNF600)	10	104	13	127
Non-Fiction 700 (RNF700)	4	38	4	46
Non-Fiction 800 (RNF800)	2	11	3	16
Non-Fiction 900 (RNF900)	5	18	1	24
Nonfiction Blu-Ray (RNFBR)	1	12	0	13
Nonfiction DVD (RNFDVD)	5	42	4	51
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	17	107	16	140
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	1	3
Playaway View (RVIEW)	0	6	0	6
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	35	5	5	45
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	2	20	22
STEAM Kits (RSTEAM)	0	8	0	8
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	5	0	5
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	40	0	47
YA Music CD (RYACD)	0	3	0	3
YA Nonfiction (RYANF)	0	3	0	3
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	1	5	6
Blu-Ray (WBR)	10	7	187	204
Books on CD (WBKCD)	4	9	73	86
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	0	1	23	24
Digital Audiobooks (WDA)	0	2	7	9
DVD (WDVD)	90	66	934	1090
Equipment (WEQP)	0	0	1	1
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	16	13	135	164
Fiction Fantasy (WFICF)	0	1	13	14
Fiction Inspirational (WFICI)	9	28	22	59
Fiction Mystery (WFICM)	3	1	55	59

Fiction New (WFICNEW)	34	13	110	157
Fiction Science Fiction (WFICSF)	5	1	0	6
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	8	9
Hanging Bags (WHANG)	1	4	21	26
Hotspots (WWIFI)	6	14	15	35
ILL (WILL)	7	0	11	18
Internet (WINTER)	0	0	130	130
Juv. Audio book (WJAUDB)	0	0	11	11
Juv. Biography (WJBIO)	2	1	3	6
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	5	6
Juv. Digital Device (WJDDP)	1	0	3	4
Juvenile Easy (WJE)	35	33	362	430
Juv. Easy Non-fiction (WJENF)	0	5	56	61
Juv. Easy Reader (WJER)	5	9	75	89
Juv. Easy Reader NF (WJERN)	0	0	3	3
Juv. Fiction (WJFIC)	37	14	221	272
Juv. Graphic Novel (WJGN)	8	1	49	58
Juv. Launchpads (WPTAB)	1	0	8	9
Juv. Magazine (WJMAG)	0	2	31	33
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	11	11	117	139
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	1	155	159
Large Print Fiction (WLPF)	10	9	77	96
Large Print Inspirational (WLPI)	0	0	0	0
Large Print Mystery (WLPM)	0	0	8	8
Large Print New (WLPN)	4	5	56	65
Large Print Nonfic (WLPNF)	1	0	13	14
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	5	0	40	45
Non-Fiction 000 (WNF000)	0	0	5	5
Non-Fiction 100 (WNF100)	0	2	5	7
Non-Fiction 200 (WNF200)	1	0	8	9
Non-Fiction 300 (WNF300)	2	0	26	28
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	0	0	2	2
Non-Fiction 600 (WNF600)	6	0	54	60
Non-Fiction 700 (WNF700)	0	2	8	10
Non-Fiction 800 (WNF800)	0	0	6	6
Non-Fiction 900 (WNF900)	6	0	22	28
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	5	1	33	39
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	0	9	49	58
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	2	2
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	1	1
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	3	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	14	7	50	71
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	3	4
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	6203	5431	3849	15483

CIRCULATION BY HOLDINGS CODE
December 2021

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	21	0	1	22
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	19	23	5	47
Blu-Ray (BR)	169	301	192	662
Books on CD (BKCD)	54	55	79	188
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	20	85	23	128
Digital Audiobooks (DA)	8	12	9	29
DVD (DVD)	1204	1436	1036	3676
Equipment (EQP)	32	9	5	46
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	358	405	159	922
Fiction Fantasy (FICF)	13	1	13	27
Fiction Inspirational (FICI)	85	28	22	135
Fiction Mystery (FICM)	58	4	55	117
Fiction New (FICNEW)	443	288	129	860
Fiction Science Fiction (FICSF)	11	1	0	12
Fiction Western (FICW)	7	1	2	10

Genealogy (GENE)	0	4	0	4
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	29	55	11	95
Hanging Bags (HANG)	19	38	22	79
Hotspots (WIFI)	12	80	22	114
ILL (ILL)	17	17	12	46
Internet (INTR)	327	127	130	584
Juv. Audio book (JAUDB)	18	22	14	54
Juv. Biography (JBIO)	43	9	8	60
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	23	20	5	48
Juv. Digital Device (JDDP)	10	4	3	17
Juvenile Easy (JE)	602	492	427	1521
Juv. Easy Non-Fiction (JENF)	35	**40**	66	141
Juv. Easy Reader (JER)	249	198	83	530
Juv. Easy Reader NF (JERN)	17	20	8	45
Juv. Fiction (JFIC)	497	328	262	1087
Juv. Graphic Novel (JGN)	119	90	51	260
Juv. Holiday (JHOL)	233	10	10	253
Juv. Launchpads (PTAB)	9	1	8	18
Juv. Magazine (JMAG)	12	7	33	52
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	190	167	133	490
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	159	107	161	427
Large Print Fiction (LPF)	88	136	94	318
Large Print Inspirational (LPI)	0	0	0	0
Large Print Mystery (LPM)	0	0	8	8
Large Print New (LPN)	79	112	60	251
Large Print Nonfic (LPNF)	8	3	17	28
Large Print Western (LPW)	0	0	0	0
Magazine (MAG)	338	120	40	498
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	1	1	5	7
Non-Fiction 100 (NF100)	15	12	14	41
Non-Fiction 200 (NF200)	14	20	14	48
Non-Fiction 300 (NF300)	34	40	38	112
Non-Fiction 400 (NF400)	2	2	1	5
Non-Fiction 500 (NF500)	17	13	5	35
Non-Fiction 600 (NF600)	95	106	85	286
Non-Fiction 700 (NF700)	35	42	18	95
Non-Fiction 800 (NF800)	6	12	14	32
Non-Fiction 900 (NF900)	31	20	25	76
Non-Fiction Blu-Ray (NFBR)	1	12	0	13
Non-Fiction DVD (NFDVD)	40	43	37	120
Nonfiction (NFIC)	3	0	0	3
Nonfiction New (NFNEW)	125	127	75	327
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	2	1	4
Professional Coll. (PROF)	0	3	0	3

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	6	2	8
Reference (REF)	21	23	19	63
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	0	0	2
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	35	5	5	45
SRCS (From other libraries Ill-SRC	3	48	1	52
SRCS (SRCSW) Wheatfield	0	2	20	22
STEAM Kits (STEAM)	6	8	3	17
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	5	3	8
YA Biography (YAB)	0	0	0	0
YA Books on CD (YABKCD)	0	0	3	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	93	51	53	197
YA Music CD (YACD)	0	3	0	3
YA Nonfiction (YANF)	6	4	3	13
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	2	0	0	2
				0
Free reads	496	73	73	642
Games/Puzzles	2	5	8	15
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6721	5544	3943	16208

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1640	1049	615	3304
Nonfiction	446	470	348	1264
CHILDREN'S BOOKS				
Fiction	1664	1235	993	3892
Nonfiction	501	226	217	944
YA BOOKS				
Fiction	122	106	64	292
Nonfiction	6	4	3	13
Preloaded Dig Dev, Child	9	1	8	18
Magazines, Adult	338	120	40	498
Magazines, Children	12	7	33	52
Sound Recordings, adult	82	157	117	356
Sound Recordings, ch	60	83	41	184
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	38	55	26	119
STEAM Kits	6	8	3	17

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1414	1798	1267	4479
Equipment	44	89	27	160
Total	6382	5408	3802	15592
A-V Circulation	1556	2038	1425	5019
A-V Circulation as % of total	24.4%	37.7%	37.5%	32.2%

CIRCULATION STATISTICS

December 2021

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX										
ADULT BOOKS										
Fiction	38	6	**1,640**	85	153	**1,049**	34	1	**615**	**3,304**
Nonfiction	30	3	**446**	54	0	**470**	30	2	**348**	**1,264**
CHILDREN'S BKS										
Fiction	39	1	**1,664**	49	2	**1,235**	43	0	**993**	**3,892**
Nonfiction	11	0	**501**	9	0	**226**	8	1	**217**	**944**
YA BOOKS										
Fiction	9	0	**122**	9	0	**106**	13	0	**64**	**292**
Nonfiction	2	0	**6**	0	0	**4**	0	0	**3**	**13**
Preloaded Dig Dev	0	0	**9**	0	0	**1**	1	0	**8**	**18**
Magazines,Adult	0	0	**338**	0	0	**120**	0	0	**40**	**498**
Magazines, Child	0	0	**12**	0	0	**7**	0	0	**33**	**52**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	28	0	**82**	59	1	**157**	26	0	**117**	**356**
Sound Rec/Child	2	0	**60**	5	0	**83**	0	0	**41**	**184**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**38**	0	0	**55**	0	0	**26**	**119**
STEAM Kits	0	0	**6**	0	0	**8**	0	0	**3**	**17**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	9	127	**1,414**	32	167	**1,798**	20	1	**1,267**	**4,479**
Equipment	0		**44**	0	0	**89**	0	0	**27**	**160**
TOTAL	168	137	**6,382**	302	323	**5,408**	175	5	**3,802**	**15,592**

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END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	85,953	77,765	60,960
Circulation Increase/Decrease	**0.0%**	**3.5%**	**-11.2%**

XXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX

MONTHLY SYSTEM STATISTICS	2020	2021	% change
Current month's Circulation	15,883	15,592	-1.8%
Jan. to date circulation	160,739	192,642	19.8%

R 3

DEMOTTE COLLECTION		**RENSSELAER COLLECTION**		**WHEATFIELD COLLECTION**		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX	
						ADULT BOOKS
24,934	24,966	16,684	16,616	15,979	16,012	**Fiction**
19,872	19,899	19,290	19,344	8,334	8,362	**Nonfiction**
						CHILDREN'S BKS
16,068	16,106	14,660	14,707	13,417	13,460	**Fiction**
9,514	9,525	6,426	6,435	6,688	6,695	**Nonfiction**
						YA BOOKS
2,407	2,416	3,317	3,326	3,574	3,587	**Fiction**
656	658	344	344	77	77	**Nonfiction**
5	5	8	8	10	11	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,883	3,911	788	846	4,840	4,866	**Sound Rec/Adult**
658	660	4,185	4,190	824	824	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-60	-60	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,656	7,538	11,351	11,216	6,948	6,967	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
85,922	85,953	77,786	77,765	60,790	60,960	**TOTAL**
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

December 2021

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	174	38	243	53	266	58	683	148
LOCAL HISTORY								
In person	0	0	8	2	0	0	8	2
Letters written	8	8	5	5	0	0	13	13
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	327	14	127	5	130	5	584	24
Internet use-Wireless	1116		1085		589		2790	
VCR Use	0	0	0	0	0	0	0	0
Microforms	8	1	12	2	0	0	20	3
Public FAX24	25		12		25		62	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	4	1	7	2	11	4
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	2		13		0		15	
Outreach activities	17	17	0	0	0	0	17	11
Meeting Room Use (no. of group	30	10	32	11	20	7	82	27
Study room use	36	3	19	2	22	2	77	6
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2681	
IN-HOUSE USE ITEMS	151		230		49		430	
SELF-CHECKOUT USE	17		192		105		314	
INTERLIBRARY LOANS								
Requests made for:	19	5	22	6	17	4	58	15
Items rec'd for:	21	11	23	12	19	10	63	32
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6464	10677	4066	21207
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	214	429	98	741
Number of New Patrons Added	23	12	13	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	1	6	1	6	2	12

Children's Programs (0-13)	5	30	10	60	7	42	22	132
Number attending	70		104		394		568	
YA Programs (14-17)	4	24	1	6	1	6	6	36
Number attending	17		5		9		31	
Adult Programs	2	12	2	12	1	6	5	30
Number attending	43		48		68		159	
Senior Citizen Programs	1	6	1	6	2	12	4	24
Number attending	2		6		8		16	
Total Number of Programs	**12**	72	**15**	90	**12**	72	**39**	234
Total Persons Attending	**132**		**163**		**479**		**774**	
Total Attending Same Month Last Yr.	0		16		0		16	
Total Staff Hours Spent		178		187		160	525	519
Total Number of In-House Progran	**8**		**15**		**8**		**31**	
Total Attendance	**67**		**163**		**128**		**358**	
Total Number of Outreach Progran	**4**		**0**		**4**		**8**	
Total Attendance	**65**		**0**		**351**		**416**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4206	66.0%	3564	66.2%	2860	75.3%	10630	68.3%
Corporate	18	0.3%	0	0.0%	0	0.0%	18	0.1%
Juvenile 0-11	88	1.4%	116	2.2%	14	0.4%	218	1.4%
Juvenile-AV	512	8.0%	287	5.3%	310	8.2%	1109	7.1%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	89	1.4%	204	3.8%	35	0.9%	328	2.1%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	30	0.5%	17	0.3%	0	0.0%	47	0.3%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	10	0.2%	0	0.0%	10	0.1%
School	0	0.0%	31	0.6%	0	0.0%	31	0.2%
School AV	0	0.0%	50	0.9%	0	0.0%	50	0.3%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	58	1.1%	0	0.0%	58	0.4%
Staff	1078	16.9%	917	17.0%	394	10.4%	2389	15.4%
Walking books	24	0.4%	0	0.0%	5	0.1%	29	0.2%
YA 12-17	41	0.6%	16	0.3%	9	0.2%	66	3.7%
YA-AV	288	4.5%	112	2.1%	173	4.6%	573	3.7%
Total	6374		5382		3800		15556	
All items borrowed by nonresidents	119	1.9%	312	5.8%	35	0.9%	466	3.0%

R7

2022 Salary Ordinance

Employee:	Classification	Date - Wage Increase	Hrs/ Week	Hourly Rate	Proposed Annual Gross Salary
Amalong, Rebecca	TS Librarian 3 - R	1/1	40	$27.54	$57,283.20
Barko, Donna	HR Spec 3 - R	1/1	35	$20.07	$36,527.40
Becker, Kathryn	Clerk - D	1/1	14	$11.00	$8,008.00
Beedle, Marlene	Spec 1 - D	1/1	32	$23.93	$39,819.52
Bishop, Nicole	Clerk-D	1/1	19	$11.73	$11,589.24
Brennan, Grace	Page - D	1/1	10	$7.70	$4,004.00
Broussard, Sheila	Sys Adm - R	1/1	40	$36.72	$76,377.60
Cavinder, Rachael	YS Spec 3 - W	1/1	35	$23.68	$43,097.60
Cole, Madison	Page - W	1/1	9	$7.55	$3,533.40
Comingore, Linda	Clerk- R	1/1, 2/1	12	$10.42/$10.52	$6,559.68
Curless, Madelynn	Page- D	1/1, 4/16	10	$7.45/$7.55	$3,911.00
De Jong, Kayla	Asst 2- R	1/1, 10/1	40	$12.82/$13.20	$26,863.20
Delger, Kimberly	Spec 1 - D	1/1	40	$17.56	$36,524.80
DeVries, Carolynn	Spec 1 - W	1/1	32	$16.12	$26,823.68
Eenigenburg, Patricia	Asst 2-D	1/1	32	$14.42	$23,994.88
Fagenbaum, Autumn	YS Spec 3- D	1/1, 6/1	35	$16.25/$16.74	$30,106.65
Gilbert, Jason	Maintenance- W	1/1	12	$16.15	$10,077.60
Gilmore, Rayann	Bus. Mgr - R	1/1	40	$24.72	$51,417.60
Hausenfleck, Karla	Asst 2 - D	1/1	35	$15.60	$28,392.00
Heldak, Shannon	Lib 3- D	1/1, 2/16	40	$20.00/$20.60	$42,704.00
Hopkins, Beth	Clerk- R	1/1	12	$10.84	$6,764.16
Hunter, Kimberly	Asst 2- R	1/1	40	$14.92	$31,033.60
Jones, Margaret	Janitor - W	1/1	10	$15.52	$8,070.40
Kampersal, Samantha	Clerk- D	1/1	13	$10.73	$7,253.48
Kampersal, Samantha	Asst 2- D	1/1, 6/1	12	$12.82/$13.20	$8,141.04
Keown, James	Janitor - D	1/1	10	$13.24	$6,884.80
Kuhn, Rachel	Spec 1- R	1/1	40	$16.01	$33,300.80
Lakin, Kaitlyn	Page- R	1/1	10	$7.85	$4,082.00
Lambert, Jean	Asst 1- R	1/1	20	$14.22	$14,788.80
Lambert, Jean	Janitor - D	1/1	20	$16.00	$16,640.00
Lyons, Diane	Clerk- R	1/1	29	$11.91	$17,960.28
Michelin, Margaret	Spec 3 - R	1/1	40	$25.24	$52,499.20
Molenaar, Mary	Spec. 1 - R	1/1	40	$18.31	$38,084.80
Odle, Cheyann	Clerk - W	1/1	14	$11.00	$8,008.00
Pack, Staci	Page- R	1/1, 4/1, 10/1	10	$7.55/$7.65/$7.75	$3,978.00
Parrish, Evelyn	Lib 3 - W	1/1	40	$23.30	$48,464.00
Phillips, Nancy	Asst 2 - R	1/1	35	$16.96	$30,867.20
Poortenga, Linda	Lib 3 - R	1/1	40	$30.94	$64,355.20
Powell, Bryce	Janitor- R	1/1, 11/16	15	$12.06/$12.42	$9,444.60
Ruffalo, Stone	Clerk- W	1/1, 3/16, 6/16, 12/16	14	$10.22/$10.32/$10.42/$10.52	$7,542.36
Ryan, Thomas	Clerk - R	1/1	17.5	$10.95	$9,964.50
Salyer, Virginia	Clerk- D	1/1, 1/16, 4/16, 10/16	19	$10.22/$10.32/$10.42/$10.52	$10,283.56
Sanders, Alicia	Clerk- W	1/1	14	$10.79	$7,855.12
Sanders, Christina	Janitor-W	1/1	16	$15.13	$12,588.16
Sanders, Christina	Courier	1/1	10	$15.13	$7,867.60
Schrag, Bonnie	Page - R	1/1	10	$7.70	$4,004.00
Skinner, Jenna	Clerk- R	1/1, 7/1	17.5	$10.42/$10.52	$9,527.70
Smith, Melissa	Spec 1 - R	1/1	40	$16.12	$33,529.60
Speacht, Nanette	Asst 2 - W	1/1	32	$18.44	$30,684.16
Stringfellow, Patricia	Director - R	1/1	40	$40.19	$83,595.20
Thompson, Linda	Asst 2 - W	1/1	32	$20.16	$33,546.24
Trainor, Neile	Asst 2- D	1/1	32	$13.95	$23,212.80
Van Blaircom, Daniel	Maintenance- R	1/1	12	$15.90	$9,921.60
Widner, Melissa	Spec 3 - R	1/1	40	$21.38	$44,470.40
Wilma, Janice	Lib 2- R	1/1	35	$20.87	$37,983.40
Wilson, Isabella	Page- R	1/1, 2/16, 8/16	10	$7.35/$7.45/$7.55	$3,888.00
Wynkoop, Dorene	Clerk-W	1/1	14	$13.70	$9,973.60
New Maintenance	Maintenance- D	1/1	12	$13.67	$8,530.08
New Assistant	Asst 2- W	1/1	32	$12.82	$21,332.48
New Page	Page- D	1/1, 4/1, 7/1	10	$7.25/$7.35/$7.45	$3,835.00
New Page	Page - W	1/1, 4/1, 7/1	9	$7.25/$7.35/$7.45	$3,451.50
New Janitor	Janitor- R	1/1	15	$12.06	$9,406.80
			1,495		**$1,405,229.27**

We have examined and approved the year 2022 Jasper County Public Library Salary Ordinance dated January 10, 2022.

Janett Kingman

R8

Director's Financial Report
2021

The library began the year with $3,522,381.94 for all funds and ended with $3,713,240.21, a gain of $190,858.27.

2021 began with $986,255.79 in the Operating Fund. Operating Fund receipts exceeded disbursements by $195,183.96 with the library only spending about 85.5% of our Operating Fund budget. We continued to spend conservatively in some areas to be prepared for any potential revenue impacts in the coming years due to the COVID-19 Public Health Emergency. Spending on materials returned to near normal levels in the second half of 2021 and in addition to the usual building maintenance; landscape work was completed around the Rensselaer Library building and trees were removed at Wheatfield Library. We ended the year with a balance of $1,181,439.75 in the Operating Fund. No transfer to LIRF was recommended.

Property tax, LIT (Local Income Tax), CVET, and LOIT Freeze (Local Option Income Tax) revenues came in as expected. License Excise tax and FIT (Financial Institution Tax) were higher than anticipated at 118.5% and 119.9% respectively.

We ended the year with $232,465.52 in LIRF.

We began the year with $2,276,263.01 in the Rainy Day Fund. We spent $6,758.19 out of the Rainy Day Fund this year on DeMotte Parking Lot Project expenses such as architect fees, attorney fees, TAC meeting, and the research & examination of 10th Street, and equipment needs such as replacement signs, handheld vacuum, battery backup ups, and a new dumpster at Rensselaer Library. We ended the year with $2,270,969.90 in the Rainy Day Fund with $2,108,829.55 of that in investments.

Our sweep account at Alliance Bank had an interest rate of .10% all year. In May 2017, the Library invested $2,000,000 of Rainy Day Funds with Trust Indiana. At the start of 2021 this had grown to $2,107,529.63. Interest rates remained low throughout 2021 with the average monthly yield in January being .0786% and December's average monthly yield being .0712%. The Trust Indiana account earned $1,299.92 in interest in 2021 ending the year with $2,108,829.55 in this account. The Investment Report is included in the board packet.

We did not spend all our Operating Budget for 2021, leaving us with a healthy balance going into 2022. We will continue to watch spending and revenue estimates in the new year. The overall financial picture for 2022 looks positive.

Accounting Practices/Investment Policy for 2022

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) interest will be credited to the LIRF fund. Rainy Day interest will be credited to the Rainy Day Fund.

Mark Heinig will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. He will be authorized to sign checks in the absence of the Treasurer.

Alliance Bank is designated as the library's depository. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement. The library has joined Trust Indiana and has funds invested in that account. TrustINdiana, an investment option for local governments that is easy and safe. Investments are managed, legally permissible by law, and fluid.

A payment to the library for any purpose may be made by any of the following financial instruments: (1) Cash. (2) Check. (3) Bank draft. (4) Money order. (5) Bank card or credit card. (6) Electronic funds transfer. The term "credit card" means a credit card, debit card, charge card, or stored value card.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/dental/vision/life insurance premiums. For employees working 30-34 hours per week, the Library will pay 50% of the health/dental/vision/life insurance premiums. The Library will pay all but $1.00 of the life insurance premium for all employees working 30 hours or more per week that elected to take only life insurance. When determining the premium amount to be paid by the library and the employee as per the percentage split, uneven amounts will be rounded up and the library will pay the bigger portion. Typically the extra amount will be a penny or less per month per employee enrolling in the insurance coverage.

Electronic funds transfers will be used to pay state, county and federal payroll taxes, Indiana unemployment, Hoosier Start and INPRS payments, and other payroll withholdings. They may also be used when the library is unable to make a timely contractual payment by check and/or when a vendor requires payment by electronic funds transfer.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of $1000 or less per item, with a cumulative value of no more than $5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

As stated in our Internal Control Standards and System access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software; designated staff will have individual log-ins for the accounting computer; the accounting software tracks who logged in; as software allows, permissions will be assigned as they relate to job responsibilities, user IDs, passwords, and log-in information will be unique per user unless that option is not available; our automated system will track patron transactions and generate reports of revenue received; only prescribed or approved forms will be used.

The Board will review the Materiality Policy annually in January, approving any revisions.

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
    (A) inservice training;
    (B) attending seminars or other special courses of instruction; and
    (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- Expenses incurred to advertise and promote the programs and services of the library
- Merchant processing fees for card processing service
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 10th day of January, 2022.

NAY	AYE
	Janelle L. Harper
	Janet Umlauf
	Janett Kingman
	Kristi Hansen

ATTEST: Janet Umlauf

Secretary of Appropriating Body

R 18

LAW OFFICES
DUMAS, WEIST & MAHNESMITH
AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION
119 WEST HARRISON STREET
RENSSELAER, INDIANA
47978

MEMBERS OF THE FIRM

RENSSELAER OFFICE:
EDWARD P. DUMAS
KENT E. MAHNESMITH

FOWLER OFFICE:
WILLIAM B. WEIST
JOHN C. WRIGHT
WEIST BUILDING
P.O. BOX 101
FOWLER, IN 47944
(765) 884-1840
FAX (765) 884-8450

THOMAS B. DUMAS
(1918-1998)
WILLIAM J. MORIARTY, JR.
(1939-1983)

(219) 866-4158
FAX (219) 866-2274
edd@nwiis.com
kentm@nwiis.com

August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,

Edward P. Dumas

EPD:bm
Enclosure

Director's Report
December 2021

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R 8 for your 2021 Director's Financial Report.

A list of Outstanding Checks will be provided as information at our January meeting. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. These will be receipted back into the fund they were written from.

We recommend that the Accounting Practices 2022 be adopted. Please refer to R 9 to review the recommended Accounting Practices 2022.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 16.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2022 Salary Ordinance: Please refer to R 7. The 2022 Salary Ordinance reflects a 3% increase in the salary of the Director and all other employees eligible for a full increase as approved at the December 2021 meeting. New employees (or employees recently given new positions) will receive increases as per the Personnel Policy. **If you approve the Consent Agenda items, you will approve the 2022 Salary Ordinance.**

Policies for Review: Two policies are up for review in January 2022 – Materiality Policy and Code of Ethics Policy. No revisions are recommended to these policies.

General Business:

Oath of Office – Janett Kingman: Janett Kingman has been appointed to our library board by the County Council. Janett will take her oath of office at our January meeting.

Oath of Office – Treasurer: Janelle Harper will take her oath as Treasurer.

Oath of Office – Assistant Treasurer: Mark Heinig will take his oath as Assistant Treasurer.

DeMotte Parking Lot Project Bids/Recommendation: At our December 13, 2021 board meeting, architect Harry Mohler shared a summary of the bids that were publicly opened at 3pm that day for our DeMotte Parking Lot Project. Since that meeting Harry has taken time to review the bids and compare them to the specifications. He will bring a recommendation back to the Board at our January meeting.

Permission to Send Microfilm for Digitization: As you know we have been awarded $24,986.60 in grant funding which will help us digitize our microfilm copies of the newspapers of record in Jasper County, from the first issue printed in 1853 eventually through modern day, providing remote searchable access to content. The grant monies received will not fund the entire project, but the funds will get us started as we will be able to digitize our Rensselaer titles by date from 1853 to 1920, and the KV Post-News from 1932 to 1950. To that end, we are seeking permission to send microfilm to be digitized, 71 reels of our collection broken down as follows: all Rensselaer microfilm reels by date from 1853 to 1920 (61 reels) and 10 reels of the Kankakee Valley Post from 1932-1950, for a total of 71 reels. This material will be shipped in batches (to be determined, but likely 6-10 and no more than 20 reels at a time) from us to DDD's partner Creekside Digital in Glen Arm, MD. We will likely use USPS for this shipping, though UPS or FedEx may be used instead. In the case of unexpected damage, these microfilm reels have duplicates at the Indiana State Library in Indianapolis, and several also have duplicates at the former Saint Joseph's College. A board vote is required to send this microfilm for digitization.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 18. For several years a previous board member signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments: According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Director's Report:

Last month Indiana State Librarian, Jacob Speer, sent an email to all Indiana public library directors announcing a new e-book consortium, Indiana Digital Library (IDL) for Indiana Public Libraries. He explained that Overdrive had agreed to allow all Indiana public libraries that serve less than 150,000 people the option to join a statewide consortium. The two largest consortiums in the state, Evergreen Indiana Digital Consortium (EIDC) and Indiana Digital Download Consortium (IDDC) (we were a member of this one), have had discussions about this merger and are in favor of this move. The creation of a new consortium will allow more access to materials for Indiana patrons. It also will save Indiana libraries money as there will be one platform fee instead of one for each library. The State Library will cover the platform fee for the statewide consortium. Participating Indiana Libraries will be able to spend all of their fees directly on content and/or libraries will have the option to delegate spending to a collection development team made up of a rotating volunteer group of Indiana public librarians. This is a huge win/win for the library and our patrons, so we opted in! We are very excited about this new opportunity!

As per Board and Administration Monthly Tasks every three years we solicit bids for library insurance and begin the process in January. We will solicit bids this year. I plan to work with our agent Stace Pickering to solicit bids for the library. I will ask Stace to attend our February board meeting to provide us with a brief overview of our coverage and comment on any gaps he sees or recommendations that he might have for adding or subtracting from our coverage. Then he will seek bids and present the bids received to the board at our April 11 board meeting.

I spent the last month of the year presenting year-end reviews and preparing for 2022. There are numerous documents that have to be created, duplicated, and distributed as we transition to a new business year.

I provided board member orientation for our newest board member, Janett Kingman.

System Administrator News

Sheila worked on a variety of tasks. She reports, "Last month, I asked department heads to let me know what network permissions and access they would like me to give pages, clerks, janitors, maintenance, and the courier. I then began changing network permissions for staff according to their preferences. I also began streamlining my "Add/remove Staff Accounts" document to match the new settings. I trained Business Office and Technical Services staff on the Tech Tip of the Month and created a survey for Tech Tip and sent it to staff. I finished setting up Canva Pro account."

Technical Services News

Becky reports, "We had our first Tech Tip from Sheila and have set up accounts in Niche Academy. Some staff have already taken several courses. I filled out a TLC Survey about hurdles to moving to 5.x. There will be a drawing for 1 free annual subscription to iTSMarc, a product we use in cataloging. I've heard nothing about it so far. Peggy Michelin has put in her retirement letter. We were all surprised. I've done the preliminary work for hiring a replacement and will post the job announcement on January 3, 2022."

DeMotte Library News

Shannon reports, "Jason, from Wheatfield, was here to do a few maintenance tasks for us – replace lightbulbs, replace toilet paper dispenser in women's restroom and reset the water filter upstairs. We had 4 Friends of the Library come to help decorate. I helped the ladies decorate, and the library looks very festive. We plan to take down decorations on January 3rd. I covered the desk at Wheatfield and Rensselaer, so all staff could attend their respective Christmas parties. I went to the Fase Senior Center to do outreach for computer and phone help. I was able to help one person who was very appreciative of my time. Sadly, Jean Lambert gave her resignation as Janitor. With Jean's leaving, I have decided to change the janitor positions to both 15 hours a week."

Rensselaer Library News

Linda reports, "Nathan Ziese of Ziese Plumbing finally arrived on December 27 to turn off/winterize 3 outside water spigots. Our one new janitor is working out well, we are glad Bryce is here! No applicants for open janitor position since before December 1. Our first sloppy slushy snow for the year was on the 28th, warmer start this season. Our Christmas Tree Walk has the following organizations participating: TOPS, DAR, First Presbyterian Youth, Heroes Tree, the Jasper-Newton Foundation, Tri Kappa, and the staff of Huth Thompson. The library collected just under 600 items for the Good Samaritan Food Pantry who picked items up on December 29th."

Wheatfield Library News

Evie expressed interest in and is now registered for Libraries Engaging Appreciatively for Positive Change (LEAP) IN 2022. On Wednesday, Jan. 19, 2022, library staff from libraries of all types around the state of Indiana will gather on Zoom for

Libraries Engaging Appreciatively for Positive Change (LEAP) 2022! MCLS (in partnership with the Library of Michigan) developed and offered a program in 2020 and 2021 to introduce principles of Appreciative Inquiry and how library staff can use it to engage their communities and re-frame interactions with staff and patrons. Now it's Indiana's turn! LEAP is intended to help participants feel equipped and inspired to work toward engaging (and re-engaging) their communities in new ways as we continue to navigate our mid-pandemic world. Participants will be introduced to processes and tools of Appreciative Inquiry to help them focus on their library's strengths and build upon them in order to reconnect with their patrons and wider community. The learning can also be applied to strengthening every conversation in life, from personal to professional. Each year's content is improved and updated to strive to meet library staff where they are, considering the context of the region and world that year. LEAP is possible with the help of an ARPA grant from the Indiana State Library.

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet. -Patty

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JCPL FINANCIAL STATEMENT

December 31, 2021

	Beginning 2021 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$986,255.79	**$191,171.09**	$2,308,941.16	**$522,378.12**	$2,504,125.12	**$1,181,439.75**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$23,037.10	$1,605.19	$13,438.81	$40.00	$15,302.91	**$24,901.20**
DeMotte	$7,596.28	**$77.31**	$2,869.94	**$0.00**	$4,234.20	**$8,960.54**
Rensselaer	$13,051.35	**$1,207.26**	$7,315.41	**$0.00**	$7,713.75	**$13,449.69**
Wheatfield	$2,389.47	**$320.62**	$3,253.46	**$40.00**	$3,354.96	**$2,490.97**
Library Improvement Reserve Fund	$232,233.18	**$0.00**	$0.00	**$19.74**	$232.34	**$232,465.52**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,276,263.01	**$475.00**	$6,758.19	**$141.38**	$1,465.08	**$2,270,969.90**
Includes Investments of $2,108,829.55						
State Technology Fund Grant Fund	$1,101.29	**$730.27**	$18,550.27	**$0.00**	$17,448.98	**$0.00**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$78.67	**$0.00**	$55.26	**$3.50**	$27.53	**$50.94**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$2,000.00	**$0.00**	$2,000.00	**$0.00**
ARP Grant Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$8,579.06**	$97,912.51	**$8,579.06**	$97,912.51	**$0.00**
FICA Tax Collected	$0.00	**$8,379.64**	$99,894.26	**$8,379.64**	$99,894.26	**$0.00**
State Tax Collected	$0.00	**$3,772.99**	$44,922.02	**$3,772.99**	$44,922.02	**$0.00**
County Tax Collected	$0.00	**$2,883.70**	$34,298.66	**$2,883.70**	$34,298.66	**$0.00**
INPRS	$0.00	**$3,116.26**	$37,760.64	**$3,116.26**	$37,760.64	**$0.00**
Deferred Comp Plan	$0.00	**$3,040.00**	$36,130.00	**$3,040.00**	$36,130.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,972.02**	$48,947.00	**$3,972.14**	$48,947.00	**$0.00**
Life Insurance	$0.00	**$288.29**	$3,917.36	**$288.40**	$3,917.36	**$0.00**
Garnishments	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,522,381.94**	**$228,013.51**	**$2,753,526.14**	**$556,614.93**	**$2,944,384.41**	**$3,713,240.21**

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Bank Balances

Jasper County Public Library

Report as of: **12/31/21**

	Bank	
1	Alliance Bank	$1,604,140.66
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,108,829.55
	Total all banks =	**$3,713,240.21**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$140.76	Jan-21
								$110.81	Feb-21
								$113.34	Mar-21
								$115.30	Apr-21
								$110.63	May-21
								$104.85	Jun-21
								$93.35	Jul-21
								$91.79	Aug-21
								$91.35	Sep-21
								$96.29	Oct-21
								$103.86	Nov-21
								$127.59	Dec-21

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$1,299.92**

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List of outstanding checks to be voided
January 10, 2022

Pursuant to IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

OUTSTANDING CHECKS

Date	Check #	Amount	Fund	Payee
2/9/2019	CK# 36733	$8.99	Operating Fund	Jody Malone
		$8.99	**Total Operating Fund**	

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **12/1/21** *To* **12/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$81,162.00	$0.00	$81,162.00	$6,763.46	$81,094.79	$67.21	0.1
1.12 SALARY OF ASSISTANTS	$1,205,452.00	$0.00	$1,205,452.00	$99,318.37	$1,177,850.18	$27,601.82	2.3
1.13 WAGES OF JANITORS	$98,306.00	$0.00	$98,306.00	$6,325.55	$82,417.69	$15,888.31	16.2
1.21 EMPLOYER'S SHARE-FICA	$105,946.00	$0.00	$105,946.00	$8,379.64	$99,894.26	$6,051.74	5.7
1.22 UNEMPLOYMENT COMPENSATION	$2,464.00	$0.00	$2,464.00	$0.00	$2,175.65	$288.35	11.7
1.23 EMPLOYER'S CONTRIB.- PERF	$124,140.00	$0.00	$124,140.00	$10,301.63	$122,212.11	$1,927.89	1.6
1.24 EMPLOYER'S CONTRIB.- INS.	$167,607.00	$0.00	$167,607.00	$11,789.30	$142,110.95	$25,496.05	15.2
Subtotal	*$1,785,077.00*		$1,785,077.00	$142,877.95	$1,707,755.63	$77,321.37	4.3
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$45.52	$454.48	90.9
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$1,555.73	$5,718.12	$1,281.88	18.3
2.21 CLEANING & SANITATION SUPPLIES	$7,000.00	$0.00	$7,000.00	$1,182.50	$6,504.74	$495.26	7.1
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$435.00	$4,505.87	$994.13	18.1
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$104.42	$1,395.58	93.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$69.31	$330.69	82.7
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$13.60	$222.54	$527.46	70.3
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$1,335.86	$9,713.35	$6,786.65	41.1
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$4.92	$95.08	95.1
Subtotal	*$39,750.00*		$39,750.00	$4,522.69	$26,888.79	$12,861.21	32.4

3. Other Services and Charge

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13	LEGAL SERVICES	$5,000.00	$815.50	$5,815.50	$655.50	$5,815.50	$0.00	0.0
3.14	OTHER PROFESSIONAL SERVICES	$6,400.00	$0.00	$6,400.00	$42.64	$2,034.06	$4,365.94	68.2
3.145	DATABASES & LICENSING SERVICES	$19,000.00	$0.00	$19,000.00	$888.00	$16,749.69	$2,250.31	11.8
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$29,999.97	$1,500.03	4.8
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$13,000.00	$0.00	$13,000.00	$1,077.83	$12,954.19	$45.81	0.4
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$671.20	$960.10	$1,039.90	52.0
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$985.93	$9,888.03	$10,111.97	50.6
3.24	PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$0.00	$162.69	$8,837.31	98.2
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$125.21	$1,063.32	$736.68	40.9
3.26	NETWORKING	$85,320.00	($11,441.81)	$73,878.19	$3,819.43	$16,514.73	$57,363.46	77.6
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$130.21	$625.80	$174.20	21.8
3.33	MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$2,338.98	$1,161.02	33.2
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$27,500.00	$1,176.00	$28,676.00	$3,819.00	$28,676.00	$0.00	0.0
3.51	GAS	$25,000.00	$0.00	$25,000.00	$1,751.07	$14,125.03	$10,874.97	43.5
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$7,315.23	$95,848.05	$14,151.95	12.9
3.53	WATER	$3,500.00	$232.95	$3,732.95	$215.16	$3,732.95	$0.00	0.0
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$593.68	$7,086.03	$913.97	11.4
3.61	BUILDING & STRUCTURES	$117,000.00	$0.00	$117,000.00	$5,153.00	$49,001.06	$67,998.94	58.1
3.62	EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$171.25	$328.75	65.8
3.72	EQUIPMENT RENTALS	$300.00	$7.36	$307.36	$13.03	$307.36	$0.00	0.0
3.91	DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,892.61	$707.39	27.2
3.93	TAXES & ASSESSMENTS	$2,100.00	$0.00	$2,100.00	$0.00	$418.00	$1,682.00	80.1
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$30.35	$169.65	84.8
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.98 MAINTENANCE/SERVICE CONTRACTS	$108,690.00	$9,210.00	$117,900.00	$1,033.29	$117,868.22	$31.78	0.0
Subtotal	*$603,430.00*	$0.00	$603,430.00	$28,289.41	$418,563.97	$184,866.03	30.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$42,000.00	$0.00	$42,000.00	$22.29	$3,369.56	$38,630.44	92.0
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$9,343.17	$91,701.18	$58,298.82	38.9
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$246.50	$16,319.23	$180.77	1.1
4.53 NONPRINTED MATERIALS	$64,000.00	$0.00	$64,000.00	$5,869.08	$44,342.80	$19,657.20	30.7
Subtotal	*$272,500.00*		$272,500.00	$15,481.04	$155,732.77	$116,767.23	42.9
Grand Total	$2,700,757.00	$0.00	$2,700,757.00	$191,171.09	$2,308,941.16	$391,815.84	14.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **12/1/21** *To* **12/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$100.00	$2,000.00	$8,000.00	80.0
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$375.00	$3,335.00	$26,665.00	88.9
3.61 BUILDING & STRUCTURES	$605,182.00	$0.00	$605,182.00	$0.00	$0.00	$605,182.00	100.0
Subtotal	*$645,182.00*		$645,182.00	$475.00	$5,335.00	$639,847.00	99.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$186,872.00	$0.00	$186,872.00	$0.00	$1,423.19	$185,448.81	99.2
Subtotal	*$186,872.00*		$186,872.00	$0.00	$1,423.19	$185,448.81	99.2
Grand Total	$832,054.00	$0.00	$832,054.00	$475.00	$6,758.19	$825,295.81	99.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 276 STATE TECHNOLOGY FUND

Jasper County Public Library

Report Date: From **12/1/21** *To* **12/31/21**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$730.27	$18,550.27	($18,550.27)	#Div/0!
Subtotal	*$0.00*		$0.00	$730.27	$18,550.27	($18,550.27)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$730.27	$18,550.27	($18,550.27)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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F3.1

Changes to Appropriations

Date	Fund	Account	Amount	Reason
12/29/21	100 OPERATING FUND	3.13 LEGAL SERVICES	$815.50	Transfer per Board Mtg Approval 12/29/21
12/29/21	100 OPERATING FUND	3.26 NETWORKING	($11,441.81)	Transfer per Board Mtg Approval 12/29/21
12/29/21	100 OPERATING FUND	3.42 OTHER INSURANCE	$1,176.00	Transfer per Board Mtg Approval 12/29/21
12/29/21	100 OPERATING FUND	3.53 WATER	$232.95	Transfer per Board Mtg Approval 12/29/21
12/29/21	100 OPERATING FUND	3.72 EQUIPMENT RENTALS	$7.36	Transfer per Board Mtg Approval 12/29/21
12/29/21	100 OPERATING FUND	3.98 MAINTENANCE/SERVICE CONTRACTS	$9,210.00	Transfer per Board Mtg Approval 12/29/21

Net Changes by Fund

Fund Number	Net Change
100	$0.00

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Voucher List

Jasper County Public Library

Report Date: From **12/1/21** ***To*** **12/31/21**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	769	PAYROLL	12/10/21	PAYROLL	$56,199.04
0	770	CHRISTINA SANDERS	12/10/21	Courier Mileage 11/16-11/30/21 (Conf. #1091)	$312.48
0	771	GREAT-WEST RETIREMENT	12/10/21	Annuity Withheld 12/10/21 payroll (Ref. #955534492)	$1,520.00
0	772	INPRS fbo PERF	12/10/21	INPRS Contributions 12/10/21 Payroll	$6,743.49
0	773	IRS USA TAXPAYMENT	12/10/21	Federal Withholding, Medicare, & FICA withheld 12/10/21 Payroll & Ins. (Acknowledgement# 74822661)	$12,700.22
0	774	TOWN OF DEMOTTE	12/10/21	Dem: Sewer & Water : November 2021 (Conf #1092)	$143.46
0	775	TOWN OF WHEATFIELD	12/10/21	Wh: Sewer Service- December 2021 (Conf# 1093)	$77.35
38436	776	AARON'S LAWN CARE	12/13/21	Mowing & edging	$1,015.00
38437	777	ACE HARDWARE	12/13/21	Downspout extension	$9.99
38438	778	ADVANCED IMAGING SOLUTIO	12/13/21	Quarterly maintenance agreement on patron copiers	$709.12
38439	779	AMAZON CAPITAL SERVICES	12/13/21	Books	$78.95
38440	780	ANTHEM BLUE CROSS BLUE S	12/13/21	Health insurance premiums- December 2021	$14,463.90
38441	781	ANTHEM LIFE	12/13/21	Life insurance premiums- December 2021	$113.60
38442	782	BAKER & TAYLOR	12/13/21	Books, Continuations, AV, Auto. Yours	$6,172.84
38443	783	BAKER & TAYLOR ENTERTAIN	12/13/21	AV	$1,382.78
38444	784	BARNES & NOBLE, INC	12/13/21	Book	$28.99
38445	785	BUSINESS CARD	12/13/21	Library supplies, Facebook advertising, background checks	$872.41
38446	786	CANVA US INC	12/13/21	Canva Pro licenses	$420.00
38447	787	CAPITAL ONE	12/13/21	Walmart: Library & janitorial supplies	$576.89
38448	788	CAPITAL ONE TRADE CREDIT	12/13/21	Kem's Hardware: door hold kick down	$8.49
38449	789	CENTURYLINK	12/13/21	Rens: Fax line service- December 2021	$60.13
38450	790	CI INSURANCE	12/13/21	D & O Professional Liability 2022 renewal; Worker's Compensation Audit of 4/16/20-4/16/21, additional premium due	$3,819.00
38451	791	CULBRETH'S LAWN & TREE LL	12/13/21	Wh: removal of 7 trees & stumps	$2,400.00
38452	792	CULLIGAN WATER CONDITIO	12/13/21	Wh: Water Cooler Rental- December 2021	$13.03
38453	793	DELL MARKETING L.P.	12/13/21	Waste toner container	$19.94
38454	794	DELTA DENTAL	12/13/21	Dental insurance premiums- December 2021	$572.04
38455	795	ENA SERVICES LLC	12/13/21	Internet Service- October 2021	$1,782.00
38456	796	ENGAGED PATRONS.ORG	12/13/21	Events hosting service 1/1/2022-12/31/2022	$229.00
38457	797	FINDAWAY WORLD, LLC	12/13/21	Playaways	$174.22
38458	798	HAMSTRA BUILDERS, INC.	12/13/21	DeM: installed continuous hinges on main entrance doors	$912.00
38459	799	INDIANA WASTE SERVICE	12/13/21	DeM. & Wh: Trash pick-up December 2021	$158.76
38460	800	KANKAKEE VALLEY POST NE	12/13/21	DeM: Newspaper subscription Acct# 0045635	$99.00
38461	801	KANKAKEE VALLEY PUBLISHI	12/13/21	Notice to Bidders for DeMotte Parking Lot Project	$112.30
38462	802	KAYLA DE JONG	12/13/21	Mileage 10/27-12/3/21	$26.43
38463	803	KROGER GARDIS & REGAS, LL	12/13/21	Legal Assistance- Personnel Matters	$655.50
38464	804	MIDWEST TAPE	12/13/21	AV	$601.07
38465	805	MOTION PICTURE LICENSING	12/13/21	Wh: MPLC Umbrella License 1/3/22-1/3/23	$135.13
38466	806	NIMBO IP LLC	12/13/21	Monthly Managed Service- November 2021	$815.00
38467	807	NIPSCO	12/13/21	DeM. & Wh: Gas & electric service 10/28-11/30/21	$6,001.54
38468	808	NITCO	12/13/21	DeM: Local phone service December 2021	$136.99
38469	809	POST TRIBUNE	12/13/21	DeM & Rens: Newspaper subscriptions Acct# 44365252	$147.50
38470	810	RAINBOW PRINTING	12/13/21	Library cards	$870.00
38471	811	RAYANN GILMORE	12/13/21	Mileage 8/30-9/1/21	$42.50
38472	812	RELIABLE EXTERMINATORS, I	12/13/21	Rens: Exterior Treatment	$152.00
38473	813	SECTIGO LIMITED	12/13/21	Website security certificate, Invoice# 120032075	$468.00
38474	814	SHANNON HELDAK	12/13/21	Mileage 10/21-12/7/21	$27.44

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38475	815	STEVE'S SPECIALIZED SERVI	12/13/21	Laundry	$10.00
38476	816	UNIQUE MANAGEMENT SERVI	12/13/21	Collections: Initial/Secondary Placements- November 2021	$35.80
38477	817	VSP INSURANCE CO. (CT)	12/13/21	Vision insurance premiums- December 2021	$214.74
38478	818	ZIESE PLUMBING, HEATING, &	12/13/21	Rens: Repaired toilet flush valve	$245.00
38479	819	AARON'S LAWN CARE	12/13/21	Fall yard clean-up	$320.00
38480	820	CENTURYLINK	12/13/21	Wh: Fax line December 2021	$65.71
38481	821	ENA SERVICES LLC	12/13/21	Internet Service- November 2021	$1,782.00
38482	822	GRAINGER	12/13/21	enmotion paper towel rolls	$97.40
38483	823	JASPER COUNTY ABSTRACT	12/13/21	DeMotte Parking Lot Project: Research & examination of Tenth Street in DeMotte	$375.00
38484	824	OFFICE DEPOT	12/13/21	Library, office, & janitorial supplies	$850.49
38485	825	POSTMASTER	12/13/21	Pre-stamped post cards, stamps	$671.20
38486	826	QUILL LLC	12/13/21	Janitorial, office, & library supplies	$456.40
0	827	PAYROLL	12/23/21	PAYROLL	$56,208.34
0	828	AFLAC	12/23/21	Supplemental Insurance December 2021 (Conf #1095)	$685.33
0	829	CHRISTINA SANDERS	12/23/21	Courier Mileage 12/1-12/15/21 (Conf. #1096)	$381.92
0	830	CITY OF RENSSELAER	12/23/21	Rens: Utilities: 11/5-12/07/21 (Conf #150928449)	$3,494.03
0	831	GREAT-WEST RETIREMENT	12/23/21	Annuity Withheld 12/23/21 payroll (Ref. #959034527)	$1,520.00
0	832	INDIANA DEPARTMENT OF RE	12/23/21	State & County Taxes withheld December 2021 Payrolls (Conf #0-005-370-876)	$6,656.69
0	833	INPRS fbo PERF	12/23/21	INPRS Contributions 12/23/21 Payroll	$6,674.40
0	834	IRS USA TAXPAYMENT	12/23/21	Federal Withholding, Medicare, & FICA withheld 12/23/21 Payroll & Ins. (Acknowledgement# 71617121)	$12,638.12
0	835	SPRINT	12/23/21	Hotspot Data Service 11/12 - 12/11/21 (Conf #1094)	$985.70
38487	836	ACE HARDWARE	12/29/21	Air handler filters, LED bulbs, flagpole repair parts	$52.55
38488	837	BAKER & TAYLOR	12/29/21	Books, Continuations, AV, Auto. Yours	$4,593.90
38489	838	BAKER & TAYLOR ENTERTAIN	12/29/21	AV	$1,375.32
38490	839	BARNES & NOBLE, INC	12/29/21	Book	$12.79
38491	840	CAPITAL ONE	12/29/21	Walmart: Library, janitorial, & maintenance supplies	$227.80
38492	841	CARRIAGE PAPER PRODUCTS	12/29/21	Thermal receipt paper rolls	$155.34
38493	842	DANIEL VAN BLAIRCOM	12/29/21	Mileage 1/8-12/10/21	$36.96
38494	843	DEMCO INC	12/29/21	Library supplies	$297.34
38495	844	DONNA BARKO	12/29/21	Mileage 11/5-12/17/21	$7.28
38496	845	EDWARD P. DUMAS	12/29/21	Legal Assistance: DeMotte parking lot project	$100.00
38497	846	EVELYN S. PARRISH	12/29/21	Mileage 10/11-12/17/21	$64.96
38498	847	FINDAWAY WORLD, LLC	12/29/21	Playaways	$264.21
38499	848	GRAINGER	12/29/21	Light bulbs	$189.60
38500	849	GREY HOUSE PUBLISHING	12/29/21	Continuations	$252.50
38501	850	HAMSTRA BUILDERS, INC.	12/29/21	Rens: Repaired parking lot lights	$109.00
38502	851	LINDA POORTENGA	12/29/21	Mileage 12/13/21	$24.64
38503	852	MIDWEST TAPE	12/29/21	AV	$431.88
38504	853	NEILE TRAINOR	12/29/21	Mileage 10/6-12/23/21	$44.80
38505	854	OFFICE DEPOT	12/29/21	Janitorial, office, & library supplies	$723.65
38506	855	PEGGY MICHELIN	12/29/21	Mileage 9/15-12/2/21	$7.56
38507	856	QUILL LLC	12/29/21	Janitorial & office supplies, wireless mouse	$445.31
38508	857	RACHAEL CAVINDER	12/29/21	Mileage 12/13/21	$8.96
38509	858	TRUGREEN PROCESSING CE	12/29/21	Ice melt	$180.00
0	859	ALLIANCE BANK	12/29/21	Direct Deposit Fees - November 2021	$36.50
0	860	ALLIANCE BANK	12/31/21	Positive Pay Fee- December 2021	$15.00
0	861	SQUARE, INC	12/31/21	Merchant Processing Fees- December 2021	$7.87

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$228,013.51**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, January 4, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $228,013.51

Date this 10th day of January ,20 22 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
December 31, 2021

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$687.04	$6,775.53
DeMotte	$296.75	$1,917.96		
Rensselaer	$197.36	$3,436.78		
Wheatfield	$192.93	$1,420.79		
PHOTOCOPIES:			$685.90	$8,108.69
DeMotte	$143.30	$2,415.55		
Rensselaer	$441.80	$4,530.39		
Wheatfield	$100.80	$1,162.75		
INTEREST (Checking, Repurchase, CDs):			$71.82	$863.71
TAXES:			$520,883.36	$2,486,935.17
Property Tax	$360,855.26	$1,430,899.23		
LOIT	$17,903.62	$214,843.00		
License Excise Tax	$73,486.47	$137,751.58		
Financial Institution Tax	$3,419.13	$5,333.36		
CVET(Commercial Vehicle Excise)	$8,452.00	$16,905.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$56,766.88	$681,203.00		
TAXABLE SALES:-			$0.00	$38.67
REFUNDS:			$50.00	$1,403.35
Rebates/Refund	$0.00	$898.42		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$50.00	$300.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$204.93		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$522,378.12**	**$2,504,125.12**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$40.00	$15,302.91
DeMotte	$0.00	$4,234.20		
Rensselaer	$0.00	$7,713.75		
Wheatfield	$40.00	$3,354.96		
LIB. IMPROV. RESERVE FUND:			$19.74	$232.34
Interest Earned	$19.74	$232.34		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$141.38	$1,465.08
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$141.38	$1,465.08		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$17,448.98
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$3.50	$27.53
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$2,000.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$522,582.74**	**$2,540,601.96**

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WITHHOLDING ACCOUNT FUNDS:			$34,032.19	$403,782.45
FIT Tax Collected	$8,579.06	$97,912.51		
FICA Collected	$8,379.64	$99,894.26		
State Tax Collected	$3,772.99	$44,922.02		
County Tax Collected	$2,883.70	$34,298.66		
INPRS	$3,116.26	$37,760.64		
Deferred Comp Plan	$3,040.00	$36,130.00		
Pre-tax Insurance Plan	$3,972.14	$48,947.00		
Life Insurance	$288.40	$3,917.36		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$556,614.93**	**$2,944,384.41**

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Voucher List

Jasper County Public Library

Report Date: From **1/1/22** ***To*** **1/10/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	1	PAYROLL	1/10/22	PAYROLL	$60,763.95
0	2	CHRISTINA SANDERS	1/10/22	Courier Mileage: 12/16 - 12/31/2021 (Conf #1100)	$312.48
0	3	GREAT-WEST RETIREMENT	1/10/22	Annuity withheld 1/10/22 payroll (Reference #963663794)	$1,520.00
0	4	INDIANA DEPT. OF WORKFOR	1/10/22	4th Quarter 2021 Unemployment Compensation Pymt Conf #3292105	$205.44
0	5	INPRS fbo PERF	1/10/22	INPRS Contributions 01/10/22 Payroll	$7,272.08
0	6	IRS USA TAXPAYMENT	1/10/22	Federal Withholding, Medicare & FICA withheld 1/10/22 Payroll & Ins. (Acknowledgement # 55925468)	$13,779.90
0	7	T-MOBILE	1/10/22	Hotspot Data Service 11/12 - 12/11/21; Hotspot Charging cables and wall chargers (Conf #1099)	$524.03
0	8	TOWN OF DEMOTTE	1/10/22	Dem: Sewer & Water : December 2021 (Conf #1097)	$126.98
0	9	TOWN OF WHEATFIELD	1/10/22	WH: Sewer Service January 2022 (Conf #1098)	$77.35
38510	10	A. E. BOYCE COMPANY, INC.	1/10/22	W2 & 1099 forms	$116.64
38511	11	ANTHEM BLUE CROSS BLUE	1/10/22	Health insurance premiums- January 2022	$16,044.84
38512	12	ANTHEM LIFE	1/10/22	Life insurance premiums- January 2022	$117.81
38513	13	AVC TECHNOLOGY CORPORA	1/10/22	2022 AVC Accounting & Payroll software service agreement	$1,860.00
38514	14	BUSINESS CARD	1/10/22	Library supplies, Flickr subscription	$520.89
38515	15	CHICAGO TRIBUNE	1/10/22	DeM & Rens: Newspaper subscriptions Acct# 20468938	$295.50
38516	16	CULLIGAN WATER CONDITIO	1/10/22	Wh: Water Cooler Rental- December 2021; 5-gallon drinking water- 5	$57.53
38517	17	DELTA DENTAL	1/10/22	Dental insurance premiums- January 2022	$553.18
38518	18	DEMOTTE CHAMBER OF COM	1/10/22	2022 Chamber Membership dues	$60.00
38519	19	ENA SERVICES LLC	1/10/22	Internet Service- December 2021	$1,782.00
38520	20	FIRST MERCHANTS BANK	1/10/22	Lockbox Rental, 2022	$55.00
38521	21	INDIANA WASTE SERVICE	1/10/22	DeM & Wh: Trash pick-up January 2022	$158.76
38522	22	KONE, INC.	1/10/22	DeM: Elevator maintenance agreement 1/1-3/31/22	$498.33
38523	23	M W INSURANCE AGENCY	1/10/22	Board Treasurer and Assistant Treasurer Bonds	$300.00
38524	24	NIMBO IP LLC	1/10/22	Monthly Managed Service- December 2021	$815.00
38525	25	NIPSCO	1/10/22	DeM & Wh: Gas & electric service 11/30-12/30/21	$5,774.27
38526	26	NITCO	1/10/22	DeM: Local phone service- January 2022	$135.61
38527	27	REBECCA AMALONG	1/10/22	Mileage 2/17/21	$24.64
38528	28	RENSSELAER REPUBLICAN	1/10/22	Rens: Newspaper subcription Acct# 0043509	$99.00
38529	29	RENSSELAER ROTARY CLUB	1/10/22	4th quarter dues & meals	$82.00
38530	30	RMC IMAGING, INC	1/10/22	ViewScan III and ViewScan 4 hardware & software support 12/29/21-12/28/22	$1,498.00
38531	31	ROEING CORPORATION	1/10/22	Tech Maintenance Support - 1st Installment 2022	$6,250.00
38532	32	THE LIBRARY CORPORATION	1/10/22	Enhanced Content Renewal: Mar 2022-Feb 2023; SIP Communications Protocol: Mar 2022-Feb 2023	$6,419.00
38533	33	VSP INSURANCE CO. (CT)	1/10/22	Vision insurance premiums- January 2022	$214.74
38534	34	ZOOBEAN INC	1/10/22	Beanstack 1 year license, 1/15/22-1/14/23	$1,058.00
38535	35	BAKER & TAYLOR	1/10/22	Books, Continuations, AV, Auto. Yours	$872.63
38536	36	BAKER & TAYLOR ENTERTAIN	1/10/22	AV	$111.75
38537	37	CENTURYLINK	1/10/22	Rens: Fax line- January 2022	$60.01
38538	38	DONNA BARKO	1/10/22	Mileage 12/20/21-1/7/22	$34.27
38539	39	GOVCONNECTION, INC.	1/10/22	Office 365 license renewals	$1,174.25
38540	40	HAMSTRA BUILDERS, INC.	1/10/22	Rens: Door repairs	$622.50
38541	41	MIDWEST COLLABORATIVE F	1/10/22	Libraries Engaging Appreciatively for Positive Change workshop registration: E. Parrish	$40.00
38542	42	MIDWEST TAPE	1/10/22	AV	$154.96

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38543	43	UNIQUE	1/10/22	Collections: Initial/Secondary Placements- December 2021	$161.10
38544	44	USA TODAY	1/10/22	DeM: Newspaper subscription Acct# UT4179744	$338.81
				Total Amount of Claims	**$132,943.23**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 10, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $132,943.23

Date this 10th **day of** January **,20** 22 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 14, 2022, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of January Board Meeting Bills/Financial Reports Salary Ordinance Update (R 7) Policies for Review (R 10, R 12)	
General Business	
DeMotte Parking Lot Project Update (R 12)	Information
Building Insurance Review (R 13)	Information
Director's Report (R 12- R 15)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES **January 10, 2022**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Janet Umlauf, Kristie Housman, Janelle Harper, Mark Heinig, Janett Kingman, Patricia Stringfellow, Rayann Gilmore, Harry Mohler
Absent: Julie Davidson

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance on a motion by J. Umlauf, seconded by M. Heinig. Motion passed.

Annual Financial Report: The Annual Director's Financial Report was presented and reviewed. The Operating Fund began the year with $986,255.79 and ended the year with $1,181,439.75. We continued to spend conservatively in some areas to be prepared for any potential revenue impacts in the coming years due to the COVID-19 Public Health Emergency. Property tax revenues came in as expected. We spent $6,758.19 out of the Rainy Day Fund this year; a portion of the funds spent were for DeMotte Parking Lot Project expenses such as architect fees, attorney fees, TAC meeting, and the research & examination of 10th Street.

Outstanding Checks: A list of outstanding checks was provided as information. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. The library has one outstanding check. It will be receipted back into the fund from which it was written.

Accounting Practices for 2022: J. Umlauf moved, seconded by K. Housman, to accept the 2022 Accounting Practices as presented. Motion passed.

Resolution to Allow Bill Payment with Prior Approval: J. Harper moved, seconded by K. Housman to approve the Resolution to Pay Bills with Prior Approval as presented. Motion passed.

Designate Newspapers for Publishing Notices: K. Housman moved, seconded by J. Harper, to designate the Rensselaer Republican and Kankakee Valley Post-News as the two newspapers the Library will use to publish notices. Motion passed.

With no further business, K. Housman moved to adjourn the Board of Finance Meeting at 6:05 PM, seconded by J. Umlauf.

MONTHLY BOARD MEETING

Upon adjournment of Board of Finance, K. Kaluf opened the regular monthly Board meeting with a moment of silence.

Agenda & Consent Agenda Items: The Agenda and Consent Agenda items that included the minutes of the December Board Meetings, bills/financial reports, Salary Ordinance for 2022, Materiality Policy review, and Code of Ethics Policy review were approved as presented on a motion by M. Heinig and seconded by J. Harper. Motion passed. K. Housman abstained from the vote.

Oath of Office – Janett Kingman: J. Kingman took her oath of office. She has been appointed to our Board by the Jasper County Council.

Oath of Office – Treasurer: J. Harper, Treasurer, took the Oath of Office and signed the bond document.

Oath of Office – Assistant Treasurer: M. Heinig, Assistant Treasurer, took the Oath of Office and signed the bond document.

DeMotte Parking Lot Project Bids/Recommendation: Architect, Harry Mohler, explained he has reviewed the bids and compared them to the specifications. He recommends the Board accept the bid from Hamstra Builders, Inc. for the base bid and alternates #1 - #7 totaling $409,983.00. He explained that alternates #8 & #9 were not needed if the Board awarded the project today because those alternates were for holding the bid for an additional 60 days if needed. Alternate #10 was for concrete paving of the parking lot and is not needed because he recommends going with the asphalt parking lot since it is what we currently have and the concrete is more costly. M. Heinig moved to award the bid, the base bid plus alternates #1 - #7, to Hamstra Builders, Inc., seconded by K. Housman. Motion passed.

P. Stringfellow consulted with library attorney, Ed Dumas, about the procedure for signing the contract and who should sign for the Library. He recommends that the Board authorize the Director to execute the construction documents. J. Umlauf moved to authorize Library Director, Patty Stringfellow, to execute the construction document for and on behalf of the Board of Trustees, seconded by J. Harper. Motion passed.

Permission to Send Microfilm for Digitization: The ARPA grant funding we have received will allow us to digitize our microfilm copies of newspapers of record in Jasper County. The grant monies received will not fund the entire project, but the funds will get us started as we will be able to digitize our Rensselaer titles by date from 1853 to 1920, and the KV Post News from 1932 to 1950. To that end, we are seeking permission to send microfilm to be digitized, 71 reels of our collection broken down as follows: all Rensselaer microfilm reels by date from 1853 to 1920 (61 reels) and 10 reels of the Kankakee Valley Post from 1932 to 1950. This material will be shipped in batches from us to DDD's partner Creekside Digital in Glen Arm, MD. In the case of unexpected damage, these microfilm reels have duplicates at the Indiana State Library in Indianapolis, and several also have duplicates at the former Saint Joseph's College. M. Heinig moved to allow the 71 reels of microfilm be sent to be digitized, seconded by J. Kingman. Motion passed.

Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public servant commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. This form must be filed annually. P. Stringfellow shared this information with the board.

Committee Assignments: P. Stringfellow presented the following appointments to standing committees for 2022, in the absence of President, J. Davidson: Budget: K. Kaluf (chair), J. Harper,

K. Housman; Director's Evaluation: J. Umlauf (chair), M. Heinig, J. Davidson; Bylaws/Policy Review: J. Harper (chair), J. Kingman, K. Housman; Nominating: M. Heinig (chair), K. Kaluf, J. Davidson.

Director's Report: P. Stringfellow shared the library will solicit bids this year for library insurance. She will work with our agent Stace Pickering to solicit bids for the library. We will ask Stace to attend our February board meeting to provide us with a brief overview of our coverage and comment on any gaps he sees or recommendations that he might have for adding or subtracting from our coverage. Then he will seek bids and present the bids received to the board at our April 11 board meeting. Last month Indiana State Librarian, Jacob Speer, sent an email to all Indiana public library directors announcing a new e-book consortium, Indiana Digital Library (IDL) for Indiana Public Libraries. He explained that Overdrive had agreed to allow all Indiana public libraries that serve less than 150,000 people the option to join a statewide consortium. The two largest consortiums in the state, Evergreen Indiana Digital Consortium (EIDC) and Indiana Digital Download Consortium (IDDC) (we were a member of this one), had had discussions about this merger and are in favor of this move. The creation of a new consortium will allow more access to materials for Indiana patrons. It also will Indiana libraries money as there will be one platform fee instead of one for each library. The State Library will cover the platform fee for the statewide consortium. Participating Indiana Libraries will be able to spend all their fees directly on content and/or libraries will have the option to delegate spending to a collection development team made up of a rotating volunteer group of Indiana public librarians. This is a huge win/win for the library and our patrons, so we opted in! ARPA Grant Update: We are currently working on collating microfilm reels and the content on the reels before they are sent out to be digitized.

Adjournment: With no further matters for discussion K. Housman moved to adjourn the meeting at 6:41 PM, seconded by J. Harper.

Janet Umlauf

Janet Umlauf, Secretary

Attest: K. Kaluf, President Pro-Tem

CIRCULATION BY HOLDINGS CODE
January 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	20	0	0	20
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	23	3	1	27
Blu-Ray (DBR)	146	4	2	152
Books on CD (DBKCD)	50	5	2	57
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	25	1	2	28
Digital Audiobooks (DDA)	6	0	1	7
DVD (DDVD)	958	72	56	1086
Equipment (DEQP)	38	0	0	38
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	347	28	10	385
Fiction Fantasy (DFICF)	12	1	1	14
Fiction Inspirational (DFICI)	84	2	18	104
Fiction Mystery (DFICM)	103	5	0	108
Fiction New (DFICNEW)	428	20	18	466
Fiction Science Fiction (DFICSF)	15	0	2	17
Fiction Western (DFICW)	15	3	0	18
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	27	3	0	30
Hanging Bags (DHANG)	14	0	1	15
Hotspots (DWIFI)	1	24	9	34
ILL (DILL)	19	1	0	20
Internet (DINTER)	471	0	0	471
Juv. Audio book (DJAUDB)	25	4	1	30
Juv. Biography (DJBIO)	29	0	2	31
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	47	2	0	49
Juv. Digital Device (DJDDP)	3	0	0	3
Juvenile Easy (DJE)	784	11	27	822
Juv. Easy Non-fiction (DJENF)	40	2	0	42
Juv. Easy Reader (DJER)	425	5	2	432
Juv. Easy Reader NF (DJERN)	6	0	0	6
Juv. Fiction (DJFIC)	557	19	11	587
Juv. Graphic Novel (DJGN)	132	3	4	139
Juv. Holiday books (DJHOL)	66	0	8	74
Juv. Launchpads (DPTAB)	7		1	8
Juv. Magazine (DJMAG)	18	0	0	18
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	299	8	15	322
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	4	0	0	4
Juv. Toddler (DJTOD)	138	3	2	143
Large Print Fiction (DLPF)	90	6	5	101
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	84	5	2	91
Large Print Nonfic (DLPNF)	5	0	3	8
Large Print Western (DLPW)	2	0	0	2
Magazine (DMAG)	305	9	8	322
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	1	0	7
Nonfiction 100 (DNF100)	23	1	5	29
Nonfiction 200 (DNF200)	21	0	3	24
Nonfiction 300 (DNF300)	31	5	5	41
Nonfiction 400 (DNF400)	3	1	0	4
Nonfiction 500 (DNF500)	8	1	3	12
Nonfiction 600 (DNF600)	101	12	12	125
Nonfiction 700 (DNF700)	33	4	2	39
Nonfiction 800 (DNF800)	15	6	1	22
Nonfiction 900 (DNF900)	42	5	6	53
Nonfiction Blu-Ray (DNFBR)	5	1	0	6
Nonfiction DVD (DNFDVD)	31	0	0	31
Nonfiction (DNFIC)	6	0	0	6
Nonfiction New (DNFNEW)	116	13	17	146
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	1	0	0	1
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	84	1	86
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	10	0	1	11
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	99	6	1	106
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	10	4	2	16
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	1	0	0	1

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	0	20	0	20
Blu-Ray (RBR)	13	266	5	284
Books on CD (RBKCD)	2	43	1	46
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	47	0	51
Digital Audiobooks (RDA)	0	2	0	2
DVD (RDVD)	41	1259	59	1359
Equipment (REQP)	0	10	0	10
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	27	413	16	456
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	31	264	17	312
Genealogy (RGENE)	0	2	0	2
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	75	0	79
Hanging Bag (RHANG)	0	34	2	36
Hotspots (RWIFI)	5	28	2	35
ILL (RILL)	0	22	0	22
Internet (RINTER)	0	328	0	328
Juv. Audio book (RJAUDB)	0	49	2	51
Juv. Biography (RJBIO)	6	17	4	27
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	13	0	13
Juv. Digital Device (RJDDP)	0	2	2	4
Juvenile Easy (RJE)	35	459	51	545
Juv. Easy Non-fiction (RJENF)	1	46	2	49
Juv. Easy Reader (RJER)	17	269	16	302
Juv. Easy Reader NF (RJERN)	0	39	4	43
Juv. Fiction (RJFIC)	39	248	9	296
Juv. Graphic Novel (RJGN)	16	78	5	99
Juv. Launchpads (RPTAB)	1	7	0	8
Juv. Magazine (RJMAG)	0	15	0	15
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	37	144	15	196
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	5	135	5	145
Large Print Fiction (RLPF)	10	127	3	140
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	7	177	5	189
Large Print Nonfic (RLPNF)	1	3	1	5
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	1	126	0	127
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	7	0	7
Non-Fiction 100 (RNF100)	2	22	2	26

Non-Fiction 200 (RNF200)	4	20	1	25
Non-Fiction 300 (RNF300)	12	32	5	49
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	2	13	2	17
Non-Fiction 600 (RNF600)	23	120	37	180
Non-Fiction 700 (RNF700)	4	43	4	51
Non-Fiction 800 (RNF800)	2	11	1	14
Non-Fiction 900 (RNF900)	4	35	2	41
Nonfiction Blu-Ray (RNFBR)	1	1	0	2
Nonfiction DVD (RNFDVD)	9	87	0	96
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	16	118	29	163
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	2	0	2
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	86	4	2	92
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	2	2	30	34
STEAM Kits (RSTEAM)	0	3	0	3
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	5	0	5
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	61	1	65
YA Music CD (RYACD)	0	18	0	18
YA Nonfiction (RYANF)	1	1	0	2
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	1	6	8
Blu-Ray (WBR)	9	14	161	184
Books on CD (WBKCD)	1	12	42	55
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	2	4	125	131
Digital Audiobooks (WDA)	0	2	8	10
DVD (WDVD)	46	89	943	1078
Equipment (WEQP)	0	0	6	6
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	25	9	221	255
Fiction Fantasy (WFICF)	1	1	14	16
Fiction Inspirational (WFICI)	10	6	46	62
Fiction Mystery (WFICM)	9	1	49	59

Fiction New (WFICNEW)	24	17	121	162
Fiction Science Fiction (WFICSF)	3	0	6	9
Fiction Western (WFICW)	0	0	3	3
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	2	10	13
Hanging Bags (WHANG)	2	2	43	47
Hotspots (WWIFI)	4	23	6	33
ILL (WILL)	3	0	18	21
Internet (WINTER)	0	0	142	142
Juv. Audio book (WJAUDB)	0	1	16	17
Juv. Biography (WJBIO)	4	1	16	21
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	3	3	6
Juv. Digital Device (WJDDP)	0	0	4	4
Juvenile Easy (WJE)	31	9	316	356
Juv. Easy Non-fiction (WJENF)	1	3	47	51
Juv. Easy Reader (WJER)	16	2	166	184
Juv. Easy Reader NF (WJERN)	0	0	3	3
Juv. Fiction (WJFIC)	50	14	238	302
Juv. Graphic Novel (WJGN)	10	3	111	124
Juv. Launchpads (WPTAB)	1	0	6	7
Juv. Magazine (WJMAG)	0	5	31	36
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	19	4	165	188
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	8	3	122	133
Large Print Fiction (WLPF)	8	8	78	94
Large Print Inspirational (WLPI)	0	0	2	2
Large Print Mystery (WLPM)	6	2	1	9
Large Print New (WLPN)	4	2	58	64
Large Print Nonfic (WLPNF)	2	1	17	20
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	3	0	64	67
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	1	0	3	4
Non-Fiction 200 (WNF200)	3	0	13	16
Non-Fiction 300 (WNF300)	8	0	12	20
Non-Fiction 400 (WNF400)	1	0	0	1
Non-Fiction 500 (WNF500)	0	0	4	4
Non-Fiction 600 (WNF600)	12	11	73	96
Non-Fiction 700 (WNF700)	6	2	7	15
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	6	4	12	22
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	13	11	36	60
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	6	16	49	71
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	1	1
Reference (WREF)	0	0	1	1
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	1	2	3
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	1	5	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	9	7	60	76
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	1	2
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	7275	6069	4334	17678

CIRCULATION BY HOLDINGS CODE
January 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	20	0	0	20
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	24	24	7	55
Blu-Ray (BR)	174	286	168	628
Books on CD (BKCD)	53	60	45	158
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	31	52	127	210
Digital Audiobooks (DA)	6	4	9	19
DVD (DVD)	1045	1420	1058	3523
Equipment (EQP)	38	10	6	54
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	399	450	247	1096
Fiction Fantasy (FICF)	13	2	15	30
Fiction Inspirational (FICI)	94	8	64	166
Fiction Mystery (FICM)	112	6	49	167
Fiction New (FICNEW)	483	301	156	940
Fiction Science Fiction (FICSF)	18	0	8	26
Fiction Western (FICW)	15	3	3	21

Genealogy (GENE)	0	2	0	2
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	32	80	10	122
Hanging Bags (HANG)	16	36	46	98
Hotspots (WIFI)	10	75	17	102
ILL (ILL)	22	23	18	63
Internet (INTR)	471	328	142	941
Juv. Audio book (JAUDB)	25	54	19	98
Juv. Biography (JBIO)	39	18	22	79
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	47	18	3	68
Juv. Digital Device (JDDP)	3	2	6	11
Juvenile Easy (JE)	850	479	394	1723
Juv. Easy Non-Fiction (JENF)	42	**51**	49	142
Juv. Easy Reader (JER)	458	276	184	918
Juv. Easy Reader NF (JERN)	6	39	7	52
Juv. Fiction (JFIC)	646	281	258	1185
Juv. Graphic Novel (JGN)	158	84	117	359
Juv. Holiday (JHOL)	66	0	8	74
Juv. Launchpads (PTAB)	9	7	7	23
Juv. Magazine (JMAG)	18	20	31	69
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	355	156	195	706
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	4	0	0	4
Juv. Toddler (JTOD)	151	141	129	421
Large Print Fiction (LPF)	108	141	86	335
Large Print Inspirational (LPI)	0	0	2	2
Large Print Mystery (LPM)	6	2	1	9
Large Print New (LPN)	95	184	65	344
Large Print Nonfic (LPNF)	8	4	21	33
Large Print Western (LPW)	2	0	0	2
Magazine (MAG)	309	135	72	516
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	8	0	14
Non-Fiction 100 (NF100)	26	23	10	59
Non-Fiction 200 (NF200)	28	20	17	65
Non-Fiction 300 (NF300)	51	37	22	110
Non-Fiction 400 (NF400)	4	2	0	6
Non-Fiction 500 (NF500)	10	14	9	33
Non-Fiction 600 (NF600)	136	143	122	401
Non-Fiction 700 (NF700)	43	49	13	105
Non-Fiction 800 (NF800)	17	17	5	39
Non-Fiction 900 (NF900)	52	44	20	116
Non-Fiction Blu-Ray (NFBR)	6	2	0	8
Non-Fiction DVD (NFDVD)	53	98	36	187
Nonfiction (NFIC)	6	0	0	6
Nonfiction New (NFNEW)	138	147	95	380
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	4	0	4

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	1	2	1	4
Reference (REF)	19	20	48	87
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	1	0	0	1
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	86	4	2	92
SRCS (From other libraries III-SRC	1	84	1	86
SRCS (SRCSW) Wheatfield	2	2	30	34
STEAM Kits (STEAM)	10	4	3	17
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	6	5	11
YA Biography (YAB)	0	0	1	1
YA Books on CD (YABKCD)	0	1	5	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	111	74	62	247
YA Music CD (YACD)	0	18	0	18
YA Nonfiction (YANF)	11	6	3	20
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	0	1	2
				0
Free reads	416	142	22	580
Games/Puzzles	12	0	11	23
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7728	6234	4415	18377

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1762	1239	719	3720
Nonfiction	591	582	407	1580
CHILDREN'S BOOKS				
Fiction	2289	1300	1089	4678
Nonfiction	506	225	274	1005
YA BOOKS				
Fiction	143	154	72	369
Nonfiction	11	6	4	21
Preloaded Dig Dev, Child	9	7	7	23
Magazines, Adult	309	135	72	516
Magazines, Children	18	20	31	69
Sound Recordings, adult	90	123	191	404
Sound Recordings, ch	88	126	68	282
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	89	90	33	212
STEAM Kits	10	4	3	17

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1279	1808	1263	4350
Equipment	48	85	23	156
Total	7242	5904	4256	17402
A-V Circulation	1457	2057	1522	5036
A-V Circulation as % of total	20.1%	34.8%	35.8%	28.9%

CIRCULATION STATISTICS

January 2022

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	50	33	**1,762**	136	74	**1,239**	68	0	**719**	**3,720**
Nonfiction	30	2	**591**	41	9	**582**	26	2	**407**	**1,580**
CHILDREN'S BKS										
Fiction	17	3	**2,289**	72	21	**1,300**	23	0	**1,089**	**4,678**
Nonfiction	6	0	**506**	8	0	**225**	6	3	**274**	**1,005**
YA BOOKS										
Fiction	5	0	**143**	9	0	**154**	11	0	**72**	**369**
Nonfiction	0	0	**11**	0	0	**6**	0	0	**4**	**21**
Preloaded Dig Dev	0	0	**9**	0	0	**7**	0	0	**7**	**23**
Magazines,Adult	0	0	**309**	0	0	**135**	0	0	**72**	**516**
Magazines, Child	0	0	**18**	0	0	**20**	0	0	**31**	**69**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	6	0	**90**	13	1	**123**	28	0	**191**	**404**
Sound Rec/Child	1	0	**88**	0	0	**126**	2	0	**68**	**282**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**89**	0	0	**90**	0	0	**33**	**212**
STEAM Kits	0	0	**10**	0	0	**4**	0	0	**3**	**17**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	27	1	**1,279**	69	5	**1,808**	35	0	**1,263**	**4,350**
Equipment	0	0	**48**	0	0	**85**	0	0	**23**	**156**
TOTAL	142	39	**7,242**	348	110	**5,904**	199	5	**4,256**	**17,402**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	86,056	78,003	61,154
Circulation Increase/Decrease	**13.8%**	**5.2%**	**-0.8%**

MONTHLY SYSTEM STATISTICS	2021	2022	% change
Current month's Circulation	16,270	17,402	7.0%
Jan. to date circulation	16,270	17,402	7.0%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,966	24,983	16,616	16,678	16,012	16,080	**Fiction**
19,899	19,927	19,344	19,376	8,362	8,386	**Nonfiction**
						CHILDREN'S BKS
16,106	16,120	14,707	14,758	13,460	13,483	**Fiction**
9,525	9,531	6,435	6,443	6,695	6,698	**Nonfiction**
						YA BOOKS
2,416	2,421	3,326	3,335	3,587	3,598	**Fiction**
658	658	344	344	77	77	**Nonfiction**
5	5	8	8	11	11	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,911	3,917	846	858	4,866	4,894	**Sound Rec/Adult**
660	661	4,190	4,190	824	826	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-60	-60	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,538	7,564	11,216	11,280	6,967	7,002	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
85,953	86,056	77,765	78,003	60,960	61,154	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
January 2022

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	248	54	336	73	310	67	894	194
LOCAL HISTORY								
In person	6	2	4	1	0	0	10	3
Letters written	8	8	7	7	0	0	15	15
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	471	20	328	14	142	6	941	39
Internet use-Wireless	1271		1116		589		2976	
VCR Use	0	0	0	0	0	0	0	0
Microforms	6	1	35	5	0	0	41	5
Public FAX24	46		19		36		101	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	12	4	0	0	12	4
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	5		16		5		26	
Outreach activities	6	6	0	0	3	2	9	6
Meeting Room Use (no. of group	35	12	37	12	18	6	90	30
Study room use	54	5	36	3	20	2	110	9
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	22	0	3	0	0	0	25	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							3168	
IN-HOUSE USE ITEMS	299		450		67		816	
SELF-CHECKOUT USE	32		238		96		366	
INTERLIBRARY LOANS								
Requests made for:	22	6	24	6	50	13	96	24
Items rec'd for:	19	10	20	10	48	24	87	44
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	6482	10688	4074	21244
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	212	432	98	742
Number of New Patrons Added	41	31	16	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	1	6	2	12	0	0	3	18

Children's Programs (0-13)	5	30	8	48	8	48	21	126
Number attending	96		51		354		501	
YA Programs (14-17)	2	12	1	6	0	0	3	18
Number attending	15		5		3		23	
Adult Programs	1	6	4	24	3	18	8	48
Number attending	45		31		37		113	
Senior Citizen Programs	1	6	2	12	2	12	5	30
Number attending	3		12		9		24	
Total Number of Programs	**10**	60	**17**	102	**13**	78	**40**	240
Total Persons Attending	**159**		**99**		**403**		**661**	
Total Attending Same Month Last Yr.	0		16		0		16	
Total Staff Hours Spent		181		237		197	615	613
Total Number of In-House Prograr	**7**		**17**		**8**		**32**	
Total Attendance	**92**		**99**		**53**		**244**	
Total Number of Outreach Progran	**3**		**0**		**5**		**8**	
Total Attendance	**67**		**0**		**350**		**417**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4825	66.7%	3699	62.9%	3232	76.5%	11756	67.8%
Corporate	8	0.1%	0	0.0%	0	0.0%	8	0.0%
Juvenile 0-11	100	1.4%	143	2.4%	29	0.7%	272	1.6%
Juvenile-AV	579	8.0%	295	5.0%	294	7.0%	1168	6.7%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	132	1.8%	237	4.0%	173	4.1%	542	3.1%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	81	1.1%	4	0.1%	0	0.0%	85	0.5%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School	0	0.0%	21	0.4%	0	0.0%	21	0.1%
School AV	0	0.0%	49	0.8%	0	0.0%	49	0.3%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	106	1.8%	0	0.0%	106	0.6%
Staff	1185	16.4%	1207	20.5%	323	7.6%	2715	15.7%
Walking books	26	0.4%	0	0.0%	2	0.0%	28	0.2%
YA 12-17	24	0.3%	22	0.4%	4	0.1%	50	3.1%
YA-AV	272	3.8%	95	1.6%	168	4.0%	535	3.1%
Total	7232		5883		4225		17340	
All items borrowed by nonresidents	213	2.9%	316	5.4%	173	4.1%	702	4.0%

R7

Salary Ordinance 2022
Updated 2/14/22

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Christina Post	Page	$7.25	1/3/22	10	D
Keira Steinberg	Page	$7.25	1/3/22	9	W
James Keown	Janitor		1/16/22	15	D
Jessica Jones	Janitor	$12.06	1/20/22	15	D
Annabelle Martin	Page	$7.25	2/1/22	10	R
Alicia Sanders	Youth Services Assistant 2	$12.82	2/1/22	32	W
Kimberly Hunter	Acquisition Specialist I	$15.42	2/9/22	40	R
Daniel Donohoe	Maintenance	$13.67	2/16/22	12	D
Beth Hopkins	Library Assistant II	$12.82	2/16/22	40	R
Staci Pack	Janitor	$12.06	2/17/22	15	R

We have hired Christina Post as DeMotte Page, replacing Faith Pruitt who no longer works for the library. We have hired Keira Steinberg as Wheatfield Page, replacing Stone Ruffalo who was promoted to Clerk. We have added 5 hours to James Keown's janitorial position at DeMotte Library (no change in wages). We have reduced the other DeMotte janitorial position by 5 hours so that each position is now 15 hours. We have hired Jessica Jones as a DeMotte Janitor, replacing Jean Lambert who resigned this position. We have hired Annabelle Martin as Rensselaer Page, replacing Isabella Wilson who no longer works for the library. We have promoted Alicia Sanders from Wheatfield Clerk to Youth Services Assistant 2, replacing Nickole Hachlica who no longer works for the library. We have promoted Kimberly Hunter from Rensselaer PS Assistant II to TS Acquisitions Specialist I, replacing Margaret Michelin who no longer works for the library. We have hired Daniel Donohoe for DeMotte Maintenance, replacing Richard Knopf who no longer works for the library. We have promoted Beth Hopkins from Rensselaer Clerk to Library Assistant II, replacing Kimberly Hunter who was promoted. We have hired Staci Pack as Rensselaer Janitor, replacing Shelly Bailey who no longer works for the library. Staci will continue in her role as Page.

We have examined and approved the changes to the 2022 Jasper County Public Library Salary Ordinance. Dated 2/14/22.

Janelle L. Harper ______________ Janett Kingman ______________

______________ Krist Harsh ______________

______________ ______________

Julie Davidson ______________

R10

LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library for these purposes.

Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to Library or patron's property.

Persons failing to follow the Library's behavior rules may be asked to leave. Repeat violations may result in suspension of library privileges.

The revocation or denial of Library privileges will be put in writing and mailed to the patron by certified mail, return receipt requested. The patron, within ten (10) days of receipt of the notice of revocation or suspension has the right to appeal the decision of the Library Director by scheduling a meeting with the Library Director. At such meeting, the patron and Library Director will attempt to resolve the issues.

~~1. The revocation or denial of library privileges may be appealed in writing to the Library Director within 10 days after the revocation or suspension.~~

~~2. Within 10 days of the receipt of the notice, the patron shall schedule a meeting with the Library Director to resolve the issue of the library privileges being revoked or denied.~~

~~3. If the resolution cannot be reached with the Library Director, the patron may make a written request to the Library Director, within 10 days of the meeting with the Director, asking that the matter be addressed by the Library Board at the next monthly Board Meeting. The Library Board decision shall be final and may be appealed in a court of competent jurisdiction.~~

~~The individual requesting the appeal may attend the Board Meeting and make a short presentation after which the Board shall decide the matter. The patron instituting an appeal at either the director level or the library board level, shall have the right to bring legal counsel with him or her to the hearing.~~

PLEASE

- No eating (except in meeting rooms, study rooms or coffee café).
- No use of alcohol or illegal drugs on library property.
- No use of tobacco products in the library(smoking in any form, including e-smoking is prohibited). Outside the library State Law prohibits smoking within 8 feet of a public entrance.
- No animals except service animals and those that are a part of sanctioned

library activities.

- No running, throwing, fighting; no loud or abusive language - these rules of behavior shall apply to all buildings, interior and exterior, and all grounds controlled and operated by the Jasper County Public Library and to all persons entering in or on the premises.
- No guns or weapons on library property except as allowed under Indiana law.
- No bicycling, skateboarding, rollerblading or skating on library property. Bicycles ridden to the library must be stored in the bicycle racks while owners are using library facilities.
- No sleeping or bathing in the library.
- No soliciting except in support of the library and sanctioned library activities. Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

Please see the **Photography, Videotaping, and Other Recording Devices Policy** regarding photography and videotaping.

Parents/guardians are responsible for their children's behavior while children are on library property. For safety reasons, we recommend that children age ten and under not be left unattended in the library. If children are left at the library under the care of another child and staff are concerned that the children are not adequately supervised by the other child, library staff will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the children may be placed in the care of law enforcement.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

Appropriate apparel, including shoes and shirts, must be worn while in the library.

Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.

8/94; revised 2/22

Director's Report
January 2022

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: There are three policies up for review in February: Holiday Policy, Library Behavior Policy, and Fine Free Library Policy. We are also currently reviewing the Criminal History Policy that was on the schedule for January. We are not recommending any revisions to the Holiday Policy, Fine Free Library Policy, or the Criminal History Policy. We are recommending revisions to the Library Behavior Policy. Please see R 10. The portion of the policy about the appeals process for the revocation or denial of library privileges was confusing to some staff, so I asked our library attorney to review it. He recommended a major revision to this area of the policy. Also, I added language about the rules for smoking outside the library entrance. We have signs posted at the public entrances but there was no language in the policy about that. Staff requested it be added, so I did. Our attorney has seen this draft and thought it looked fine. **If you approve the Consent Agenda items, you will approve revisions to the Library Behavior Policy as presented.**

General Business

DeMotte Parking Lot Project Update: I signed the contract for our parking lot project on January 19 after Ed Dumas reviewed it. The contract has been uploaded to the Gateway as required. On February 9 DeMotte Library Branch Manager, Shannon, and I met with architect Harry Mohler, Hamstra Project Manager Curt Albertson, and Brent VanSoest of Countryside Landscaping to discuss the Demotte Library landscaping allowance and other matters related to the project. It was a very exciting conversation. We are underway at last! Harry will attend our February board meeting to provide an update on our project. At last month's board meeting, it was suggested that we mount a time lapse camera at DeMotte Library to capture the construction of our parking lot for patron interest and library history. We are looking at cameras and think we will be able to do this quite easily. The camera will be mounted in an out-of-the-way spot that can be easily accessed for battery changes. We will mount it so that we can capture the work on the south end and in the 'plaza' area by the main entrance. Our Systems Administrator and Maintenance staff will both be involved in setting up, mounting, and maintaining the camera (battery changes). I have alerted Hamstra and Harry about these plans. Both think it's a great idea. No concerns were expressed.

Building Insurance Review: This is our year to solicit bids. We will work with our agent, Stace Pickering, to solicit bids for the library. I have invited Stace to our February 14 board meeting to provide us with a brief overview of our coverage and comment on any gaps he sees or recommendations that he might have for adding or subtracting from our coverage.

Director's Report:

Rayann completed the complicated and time-consuming LAR report, a financial report that must be submitted by the fiscal officer to the State Board of Accounts by the end of February. A law that went into effect July 2, 2009 requires that *not later than 60 days after the expiration of each calendar year, a political subdivision (with a budget of at least $300,000) shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year.* We plan to publish our annual report in the Rensselaer Republican and KV Post on February 17, 2022. The State Board of Accounts defines our fiscal officer as the board treasurer, so our LAR was submitted electronically by Janelle using her own username/password issued by the SBA. She also submitted our 100R as required in January.

The Indiana State Library has changed the name of the State Technology Grant to the Broadband Connectivity Grant. The fund that we have receipted this money into was named State Technology Fund Grant. To line up with what the State Library is now calling this money we have changed our fund name to Broadband Connectivity Grant Fund. We wanted to make you aware of this change. The State Board of Accounts has no objection to the change in fund name. The money received is coming from the same source and being used for the same purpose; the only thing that has changed is the name that the State Library is calling it. Rayann has updated our reports to reflect this change.

Here is a progress report on our ARPA Grant, provided by Project Manager, Mel Widner: We signed our contract with DDD in December. Melissa and Mel met over Zoom Jan 5 with the team – Jacquie T. and Frederick Z. in Maryland and Phab D., Phet T., and Aeun I. in Cambodia. In the meeting they expressed they could take on all 71 reels we wish to digitize in one batch and would happily do so. Mel expressed we needed time to collate them and that we might not have them until April if they wanted them all at once. They agreed to take smaller batches. They estimated they would be done with a batch that large in a couple of weeks but would hold onto the reels while we examined them for needed rescans. Our goal is to send them 10 reels by the middle of February. Phet has sent us a shipping form that needs to go with our reels. We have two volunteers working, and a third ready to work, on collation here at Rensselaer. Melissa has also been working on collation. Marlene is working on collation at DeMotte. Mel has been taking the collated sheets and translating them into the metadata form DDD provided. We discovered two of our reels of microfilm are not currently catalogued at the Library of Congress – as in they have no record of these newspapers existing. Because NDNP (National Digital Newspaper Program) is an LOC project, it requires an

LCCN (Library of Congress Control Number) for each individual newspaper title. We were able to find most of these on the LOC website, but there are two newspapers for which there are no LCCNs. We were provided a website to request an LCCN and Mel set about researching provenance for these titles. She gathered screenshots of the mastheads, recorded dates of inception and dissolution, found newspaper articles verifying these stages, and then submitted the request to the Library of Congress via their website.

System Administrator News

Sheila reports, "Began new year with Roeing consultants. All work that can be done remotely will be done remotely to save us money. Chris set up a new Microsoft Team that we can use to better communicate, better utilize our time and improve productivity. I migrated all Roeing To Do lists to the new IT Teams tasks. Researched Teams meetings and scheduling. It's not possible to schedule until we have our Exchange mail online. We can, however, do on the fly meetings, so we'll do that for now. Shared November Tech Tip Survey with Computer Troubleshooters and requested feedback for future topics. Prepared for Intro to Microsoft Office 365 Tech Topic this month for staff. I created a PowerPoint and handouts for the Computer Troubleshooters. I created handouts for staff to take notes and added the presentation to the Intranet."

Technical Services News

Becky reports, "I worked on the Adult Automatically Yours lists, and distributed them to the Adult selectors. I also scheduled the annual meeting for February 22nd. I have also contacted the Children's Librarians to schedule a similar meeting with them. I am hoping to do these meetings via ZOOM. I ordered materials for the second January order date and ordered from Overdrive and Playaway. For Playaway items, I opened an account at their online store so that I could order online. While ordering from Baker & Taylor and Midwest Tape, I wrote up some procedures for new Acquisitions Specialist, Kim, so that she will have some guidelines when she begins working with us."

DeMotte Library News

Shannon reports, "I attended the Wild Wisconsin Winter Web conference this month. I had never heard of this free virtual conference, but apparently, it's been going on for ten years. I found it incredibly beneficial, and I really enjoyed most of the sessions over the two days it occurred. Karla did 2 drop-in programs this month: Hot Chocolate Party and Arctic Animals. These programs did not have advanced registration and allowed patrons to come anytime between 10am-1pm. It was great to try out a new program type. The Arctic Animals was a big hit, because it ended up being too cold for school that day. This gave families something to do and they were very thankful. I also liked the irony of having an arctic animals program on a day when we had "arctic" weather. Mother Nature played very well into the program's theme."

Rensselaer Library News

Linda shared this very fascinating entry in our GeoCache log. These are written remarks from a geocacher:

GeoCache

Thanks be to Carnegie
Logged by: dcdawn
Date: 1/10/2022
Log: I was expecting an original Carnegie Library at GZ and jumped to the conclusion it had been razed (like in my hometown...I'm still a little bitter and have a hard time appreciating the parking lot that replaced it). After I reached my Kokomo hotel for the night I did some research, though, and realized Rensselaer's Carnegie Library was repurposed and now houses the Prairie Arts Council. Whew! As for the cache, I'm 99% sure I found the host. Sadly, it was empty. I went inside for a bit, read a few logs, and decided to add a replacement log. Hopefully that's okay. Thanks for taking me to my kind of place and providing another road trip ●.

(Linda adds- there was no log in the box when I checked on 1/11/22. She replaced the missing bag /content)

Wheatfield Library News

Evie reports, "A few highlights for January included hiring a new Youth Services Assistant, participaiting in the LEAP training offered by MCLS (this will continue monthly for 6 months), visiting the Fase Center (little luck that day, but hoping to get more set up), and providing the Community Connection feature article for March/April. Carolynn held another successful Trivia Night and got the few tax forms that we have received out for the public. Rachael helped hire the new assistant by participating in interviews. She also hired and began training a new page. Programs included a Superhero Storytime, a Princess Storytime, Lego, After School Program, and visits to Wheatfield Elemenary classes."

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

F1

JCPL FINANCIAL STATEMENT

January 31, 2022

	Beginning 2022 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,181,439.75	$186,294.33	$186,294.33	$58,729.08	$58,729.08	$1,053,874.50
Public Library Access Card Fund	$0.00	$0.00	$0.00	$65.00	$65.00	$65.00
Gift Fund	$24,901.20	$460.90	$460.90	$2,825.00	$2,825.00	$27,265.30
DeMotte	$8,960.54	$175.95	$175.95	$2,625.00	$2,625.00	$11,409.59
Rensselaer	$13,449.69	$0.00	$0.00	$100.00	$100.00	$13,549.69
Wheatfield	$2,490.97	$284.95	$284.95	$100.00	$100.00	$2,306.02
Library Improvement Reserve Fund	$232,465.52	$0.00	$0.00	$19.74	$19.74	$232,485.26
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,270,969.90	$0.00	$0.00	$180.72	$180.72	$2,271,150.62
Includes Investments of $2,108,996.50						
Broadband Connectivity Grant Fund	$0.00	$1,782.00	$1,782.00	$18,656.33	$18,656.33	$16,874.33
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$50.94	$27.32	$27.32	$7.09	$7.09	$30.71
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$9,395.09	$9,395.09	$9,395.09	$9,395.09	$0.00
FICA Tax Collected	$0.00	$8,777.02	$8,777.02	$8,777.02	$8,777.02	$0.00
State Tax Collected	$0.00	$3,942.75	$3,942.75	$3,942.75	$3,942.75	$0.00
County Tax Collected	$0.00	$3,030.06	$3,030.06	$3,030.06	$3,030.06	$0.00
INPRS	$0.00	$3,275.48	$3,275.48	$3,275.48	$3,275.48	$0.00
Deferred Comp Plan	$0.00	$3,040.00	$3,040.00	$3,040.00	$3,040.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,289.66	$3,289.66	$3,610.62	$3,610.62	$320.96
Life Insurance	$0.00	$12.36	$12.36	$376.78	$376.78	$364.42
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,713,240.21	$223,326.97	$223,326.97	$115,930.76	$115,930.76	$3,605,844.00

F2

Bank Balances

Jasper County Public Library

Report as of: **1/31/22**

	Bank	
1	Alliance Bank	$1,496,577.50
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,108,996.50
	Total all banks =	**$3,605,844.00**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$166.95	Jan-22

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$166.95**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **1/1/22** ***To*** **1/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$83,595.00	$0.00	$83,595.00	$6,864.86	$6,864.86	$76,730.14	91.8
1.12 SALARY OF ASSISTANTS	$1,227,154.00	$0.00	$1,227,154.00	$104,559.55	$104,559.55	$1,122,594.45	91.5
1.13 WAGES OF JANITORS	$100,212.00	$0.00	$100,212.00	$6,169.02	$6,169.02	$94,042.98	93.8
1.21 EMPLOYER'S SHARE-FICA	$107,939.00	$0.00	$107,939.00	$8,777.02	$8,777.02	$99,161.98	91.9
1.22 UNEMPLOYMENT COMPENSATION	$2,462.00	$0.00	$2,462.00	$205.44	$205.44	$2,256.56	91.7
1.23 EMPLOYER'S CONTRIB.- PERF	$126,700.00	$0.00	$126,700.00	$10,717.02	$10,717.02	$115,982.98	91.5
1.24 EMPLOYER'S CONTRIB.- INS.	$173,581.00	$0.00	$173,581.00	$13,628.55	$13,628.55	$159,952.45	92.1
Subtotal	*$1,821,643.00*		$1,821,643.00	$150,921.46	$150,921.46	$1,670,721.54	91.7
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$116.64	$116.64	$383.36	76.7
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$0.00	$0.00	$7,000.00	100.0
2.21 CLEANING & SANITATION SUPPLIES	$8,000.00	$0.00	$8,000.00	$0.00	$0.00	$8,000.00	100.0
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$0.00	$0.00	$5,500.00	100.0
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$0.00	$750.00	100.0
2.41 LIBRARY SUPPLIES	$15,500.00	$0.00	$15,500.00	$0.00	$0.00	$15,500.00	100.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$116.64	$116.64	$39,633.36	99.7
3. Other Services and Charge							

F3a

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13	LEGAL SERVICES	$6,000.00	$0.00	$6,000.00	$0.00	$0.00	$6,000.00	100.0
3.14	OTHER PROFESSIONAL SERVICES	$5,400.00	$0.00	$5,400.00	$0.00	$0.00	$5,400.00	100.0
3.145	DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$2,232.25	$2,232.25	$27,867.75	92.6
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$0.00	$31,500.00	100.0
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,076.25	$1,076.25	$12,923.75	92.3
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$734.09	$734.09	$19,265.91	96.3
3.24	PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$70.00	$70.00	$8,930.00	99.2
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$8.63	$8.63	$1,791.37	99.5
3.26	NETWORKING	$84,956.00	$0.00	$84,956.00	$1,475.42	$1,475.42	$83,480.58	98.3
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$0.00	$800.00	100.0
3.33	MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$300.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$0.00	$29,000.00	100.0
3.51	GAS	$25,000.00	$0.00	$25,000.00	$1,866.68	$1,866.68	$23,133.32	92.5
3.52	ELECTRICITY	$130,000.00	$0.00	$130,000.00	$6,878.97	$6,878.97	$123,121.03	94.7
3.53	WATER	$3,500.00	$0.00	$3,500.00	$249.08	$249.08	$3,250.92	92.9
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$607.57	$607.57	$7,392.43	92.4
3.61	BUILDING & STRUCTURES	$120,000.00	$0.00	$120,000.00	$751.90	$751.90	$119,248.10	99.4
3.62	EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72	EQUIPMENT RENTALS	$350.00	$0.00	$350.00	$68.03	$68.03	$281.97	80.6
3.91	DUES	$2,600.00	$0.00	$2,600.00	$112.00	$112.00	$2,488.00	95.7
3.93	TAXES & ASSESSMENTS	$1,200.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00	100.0
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$110,044.00	$0.00	$110,044.00	$16,814.47	$16,814.47	$93,229.53	84.7
Subtotal	*$690,170.00*		$690,170.00	$33,245.34	$33,245.34	$656,924.66	95.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$40,000.00	$0.00	$40,000.00	$146.87	$146.87	$39,853.13	99.6
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$839.29	$839.29	$149,160.71	99.4
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$733.31	$733.31	$15,766.69	95.6
4.53 NONPRINTED MATERIALS	$66,000.00	$0.00	$66,000.00	$291.42	$291.42	$65,708.58	99.6
Subtotal	*$272,500.00*		$272,500.00	$2,010.89	$2,010.89	$270,489.11	99.3
Grand Total	$2,824,063.00	$0.00	$2,824,063.00	$186,294.33	$186,294.33	$2,637,768.67	93.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **1/1/22** *To* **1/31/22**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$1,782.00	($1,782.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$1,782.00	($1,782.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$1,782.00	($1,782.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 815 SALES TAX

Jasper County Public Library

Report Date: From **1/1/22** *To* **1/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.93 TAXES & ASSESSMENTS	$0.00	$0.00	$0.00	$27.32	$27.32	($27.32)	#Div/0!
Subtotal	*$0.00*		$0.00	$27.32	$27.32	($27.32)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$27.32	$27.32	($27.32)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3e

F4a

Voucher List

Jasper County Public Library

Report Date: From **1/1/22** *To* **1/31/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	1	PAYROLL	1/10/22	PAYROLL	$60,763.95
0	2	CHRISTINA SANDERS	1/10/22	Courier Mileage: 12/16 - 12/31/2021 (Conf #1100)	$312.48
0	3	GREAT-WEST RETIREMENT	1/10/22	Annuity withheld 1/10/22 payroll (Reference #963663794)	$1,520.00
0	4	INDIANA DEPT. OF WORKFOR	1/10/22	4th Quarter 2021 Unemployment Compensation Pymt Conf #3292105	$205.44
0	5	INPRS fbo PERF	1/10/22	INPRS Contributions 01/10/22 Payroll	$7,272.08
0	6	IRS USA TAXPAYMENT	1/10/22	Federal Withholding, Medicare & FICA withheld 1/10/22 Payroll & Ins. (Acknowledgement # 55925468)	$13,779.90
0	7	T-MOBILE	1/10/22	Hotspot Data Service 11/12 - 12/11/21; Hotspot Charging cables and wall chargers (Conf #1099)	$524.03
0	8	TOWN OF DEMOTTE	1/10/22	Dem: Sewer & Water : December 2021 (Conf #1097)	$126.98
0	9	TOWN OF WHEATFIELD	1/10/22	WH: Sewer Service January 2022 (Conf #1098)	$77.35
38510	10	A. E. BOYCE COMPANY, INC.	1/10/22	W2 & 1099 forms	$116.64
38511	11	ANTHEM BLUE CROSS BLUE S	1/10/22	Health insurance premiums- January 2022	$16,044.84
38512	12	ANTHEM LIFE	1/10/22	Life insurance premiums- January 2022	$117.81
38513	13	AVC TECHNOLOGY CORPORA	1/10/22	2022 AVC Accounting & Payroll software service agreement	$1,860.00
38514	14	BUSINESS CARD	1/10/22	Library supplies, Flickr subscription	$520.89
38515	15	CHICAGO TRIBUNE	1/10/22	DeM & Rens: Newspaper subscriptions Acct# 20468938	$295.50
38516	16	CULLIGAN WATER CONDITIO	1/10/22	Wh: Water Cooler Rental- December 2021; 5-gallon drinking water- 5	$57.53
38517	17	DELTA DENTAL	1/10/22	Dental insurance premiums- January 2022	$553.18
38518	18	DEMOTTE CHAMBER OF COM	1/10/22	2022 Chamber Membership dues	$60.00
38519	19	ENA SERVICES LLC	1/10/22	Internet Service- December 2021	$1,782.00
38520	20	FIRST MERCHANTS BANK	1/10/22	Lockbox Rental, 2022	$55.00
38521	21	INDIANA WASTE SERVICE	1/10/22	DeM & Wh: Trash pick-up January 2022	$158.76
38522	22	KONE, INC.	1/10/22	DeM: Elevator maintenance agreement 1/1-3/31/22	$498.33
38523	23	M W INSURANCE AGENCY	1/10/22	Board Treasurer and Assistant Treasurer Bonds	$300.00
38524	24	NIMBO IP LLC	1/10/22	Monthly Managed Service- December 2021	$815.00
38525	25	NIPSCO	1/10/22	DeM & Wh: Gas & electric service 11/30-12/30/21	$5,774.27
38526	26	NITCO	1/10/22	DeM: Local phone service- January 2022	$135.61
38527	27	REBECCA AMALONG	1/10/22	Mileage 2/17/21	$24.64
38528	28	RENSSELAER REPUBLICAN	1/10/22	Rens: Newspaper subcription Acct# 0043509	$99.00
38529	29	RENSSELAER ROTARY CLUB	1/10/22	4th quarter dues & meals	$82.00
38530	30	RMC IMAGING, INC	1/10/22	ViewScan III and ViewScan 4 hardware & software support 12/29/21-12/28/22	$1,498.00
38531	31	ROEING CORPORATION	1/10/22	Tech Maintenance Support - 1st Installment 2022	$6,250.00
38532	32	THE LIBRARY CORPORATION	1/10/22	Enhanced Content Renewal: Mar 2022-Feb 2023; SIP Communications Protocol: Mar 2022-Feb 2023	$6,419.00
38533	33	VSP INSURANCE CO. (CT)	1/10/22	Vision insurance premiums- January 2022	$214.74
38534	34	ZOOBEAN INC	1/10/22	Beanstack 1 year license, 1/15/22-1/14/23	$1,058.00
38535	35	BAKER & TAYLOR	1/10/22	Books, Continuations, AV, Auto. Yours	$872.63
38536	36	BAKER & TAYLOR ENTERTAIN	1/10/22	AV	$111.75
38537	37	CENTURYLINK	1/10/22	Rens: Fax line- January 2022	$60.01
38538	38	DONNA BARKO	1/10/22	Mileage 12/20/21-1/7/22	$34.27
38539	39	GOVCONNECTION, INC.	1/10/22	Office 365 license renewals	$1,174.25
38540	40	HAMSTRA BUILDERS, INC.	1/10/22	Rens: Door repairs	$622.50
38541	41	MIDWEST COLLABORATIVE F	1/10/22	Libraries Engaging Appreciatively for Positive Change workshop registration: E. Parrish	$40.00
38542	42	MIDWEST TAPE	1/10/22	AV	$154.96
38543	43	UNIQUE	1/10/22	Collections: Initial/Secondary Placements- December 2021	$161.10

F4b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
38544	44	USA TODAY	1/10/22	DeM: Newspaper subscription Acct# UT4179744	$338.81
0	45	INDIANA DEPT OF REVENUE	1/19/22	Sales Tax collected in 2021 less collection allowance. (paid via INTIME confirmation# 0-005-898-597)	$27.32
0	46	PAYROLL	1/25/22	PAYROLL	$56,829.48
0	47	ALLIANCE BANK	1/25/22	Direct Deposit Fees - December 2021	$36.40
0	48	CENTURYLINK	1/25/22	Wh: Fax line January 2022 (Conf #1101)	$65.63
0	49	CHRISTINA SANDERS	1/25/22	Courier Mileage: 1/3 - 1/14/2022 (Conf #1102)	$362.70
0	50	CITY OF RENSSELAER	1/25/22	Rens: Utilities: 12/07/21 - 01/05/22 (Conf #151050873)	$3,420.44
0	51	GREAT-WEST RETIREMENT	1/25/22	Annuity withheld 1/25/22 payroll (Reference #967657144)	$1,520.00
0	52	INDIANA DEPARTMENT OF HO	1/25/22	DeM: Elevator Operating Permit renewal (paid by e-check)	$129.40
0	53	INDIANA DEPARTMENT OF RE	1/25/22	State & County Taxes withheld January 2022 Payrolls (Conf #0-005-962-624)	$6,972.81
0	54	INPRS fbo PERF	1/25/22	INPRS Contributions 01/25/22 Payroll	$6,720.42
0	55	IRS USA TAXPAYMENT	1/25/22	Federal Withholding, Medicare & FICA withheld 1/25/22 Payroll & Ins. (Acknowledgement # 54381285)	$13,169.23
0	56	SPRINT	1/25/22	Hotspot Data Service 12/11/21 - 01/11/2022 (Conf #1103)	$1,056.14
0	57	T-MOBILE	1/31/22	Hotspot Data Service 12/12/21 - 1/11/22 (Conf #1104)	$42.12
0	58	ALLIANCE BANK	1/31/22	Positive Pay Fee- January 2022	$15.00
0	59	SQUARE, INC	1/31/22	Merchant Processing Fees- January 2022	$16.65

Total Amount of Claims **$223,326.97**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, February 9, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$223,326.97**

Date this 14th **day of** February **,20** 22 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
January 31, 2022

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$571.78	$571.78
DeMotte	$186.41	$186.41		
Rensselaer	$316.43	$316.43		
Wheatfield	$68.94	$68.94		
PHOTOCOPIES:			$870.65	$870.65
DeMotte	$202.30	$202.30		
Rensselaer	$583.40	$583.40		
Wheatfield	$84.95	$84.95		
INTEREST (Checking, Repurchase, CDs):			$97.81	$97.81
TAXES:			$57,078.58	$57,078.58
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
LIT Certified Shares	$57,078.58	$57,078.58		
TAXABLE SALES:-			$1.27	$1.27
REFUNDS:			$108.99	$108.99
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$100.00	$100.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$8.99	$8.99		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$58,729.08**	**$58,729.08**
PLAC FUND:			$65.00	$65.00
GIFT FUNDS:			$2,825.00	$2,825.00
DeMotte	$2,625.00	$2,625.00		
Rensselaer	$100.00	$100.00		
Wheatfield	$100.00	$100.00		
LIB. IMPROV. RESERVE FUND:			$19.74	$19.74
Interest Earned	$19.74	$19.74		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$180.72	$180.72
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$180.72	$180.72		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$18,656.33	$18,656.33
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$7.09	$7.09
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$80,482.96**	**$80,482.96**

F5b

WITHHOLDING ACCOUNT FUNDS:			$35,447.80	$35,447.80
FIT Tax Collected	$9,395.09	$9,395.09		
FICA Collected	$8,777.02	$8,777.02		
State Tax Collected	$3,942.75	$3,942.75		
County Tax Collected	$3,030.06	$3,030.06		
INPRS	$3,275.48	$3,275.48		
Deferred Comp Plan	$3,040.00	$3,040.00		
Pre-tax Insurance Plan	$3,610.62	$3,610.62		
Life Insurance	$376.78	$376.78		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$115,930.76**	**$115,930.76**

F6a

Voucher List

Jasper County Public Library

Report Date: From **2/1/22** ***To*** **2/14/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	60	PAYROLL	2/10/22	PAYROLL	$54,608.05
0	61	AFLAC	2/10/22	Supplemental Insurance January 2022 (Conf #1106)	$685.33
0	62	CHRISTINA SANDERS	2/10/22	Courier Mileage: 1/16 - 1/31/2022 (Conf #1105)	$398.97
0	63	GREAT-WEST RETIREMENT	2/10/22	Annuity withheld 2/10/22 payroll (Reference #971653775)	$1,345.00
0	64	INPRS fbo PERF	2/10/22	INPRS Contributions 2/10/22 Payroll	$6,475.49
0	65	IRS USA TAXPAYMENT	2/10/22	Federal Withholding, Medicare & FICA withheld 2/10/22 Payroll & Ins. (Acknowledgement # 61202843)	$12,294.68
0	66	TOWN OF WHEATFIELD	2/10/22	WH: Sewer Service February 2022 (Conf #1107)	$77.35
38545	67	AARON'S LAWN CARE	2/14/22	DeM & Wh: Snow removal 1/2-1/24/22	$860.00
38546	68	ACE HARDWARE	2/14/22	Electrical supplies, snow shovel, driveway markers	$75.24
38547	69	ANTHEM BLUE CROSS BLUE S	2/14/22	Health insurance premiums- February 2022	$12,479.32
38548	70	ANTHEM LIFE	2/14/22	Life insurance premiums- February 2022	$117.81
38549	71	BUSINESS CARD	2/14/22	Library supplies, background checks, ILF membership dues	$1,571.11
38550	72	CAPITAL ONE	2/14/22	Walmart: Winter Read prize, children's program supplies, New Year's Eve program supplies	$94.81
38551	73	CARDINAL COPIER SOLUTION	2/14/22	Quarterly maintenance agreement on DeMotte staff copier 10/2/21 - 1/1/22	$695.48
38552	74	CENTURYLINK	2/14/22	Rens: Fax line- February 2022	$60.01
38553	75	COMMONWEALTH TECHNOLO	2/14/22	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$850.63
38554	76	CULLIGAN WATER CONDITIO	2/14/22	Wh: Water Cooler Rental- January 2022	$13.80
38555	77	DELTA DENTAL	2/14/22	Dental insurance premiums- February 2022	$488.10
38556	78	ENA SERVICES LLC	2/14/22	Internet Service- January 2022	$1,782.00
38557	79	HAMSTRA BUILDERS, INC.	2/14/22	Rens: Door repair; Wh: 2022 HVAC Service Contract	$1,544.75
38558	80	INDIANA DEPT. OF ENVIRONM	2/14/22	Wh: Annual public water system fee	$100.00
38559	81	INDIANA GROCERY GROUP, L	2/14/22	Christmas program supplies, Staff Christmas Party expenses, children's program supplies	$126.60
38560	82	INDIANA NEWSPAPERS INC.	2/14/22	Rens: Journal & Courier newspaper subscription Acct# 281284273	$312.00
38561	83	INDIANA WASTE SERVICE	2/14/22	DeM & Wh: Trash pick-up February 2022	$158.76
38562	84	MICHAEL R. ANDERSON	2/14/22	Rens: Snow removal 1/2-1/25/22	$500.00
38563	85	NIMBO IP LLC	2/14/22	Monthly Managed Service- January 2022	$815.00
38564	86	NIPSCO	2/14/22	DeM & Wh: Gas & electric service 12/30/21-1/31/22	$6,556.09
38565	87	NITCO	2/14/22	DeM: Local phone service- February 2022	$137.77
38566	88	OVERDRIVE, INC.	2/14/22	Deposit on Advantage & Consortium Accounts for future content purchases	$6,375.00
38567	89	PORTER COUNTY PUBLIC LIB	2/14/22	Lost ILL/SRCS item # 316207	$6.99
38568	90	POST-TRIBUNE	2/14/22	DeM & Rens: Newspaper subscriptions Acct# 44365252	$147.50
38569	91	PRECISION CONTROL SYSTE	2/14/22	DeM: HVAC preventative maintenance; Rens: HVAC repair	$2,985.64
38570	92	RENSSELAER CHAMBER OF C	2/14/22	2022 Annual Membership Dues	$75.00
38571	93	RENSSELAER REPUBLICAN	2/14/22	Wh: Newspaper subscription Acct# 0038731	$99.00
38572	94	ROEING CORPORATION	2/14/22	Lenovo Essential Service, YourDrive YourData, Premier Support, Lenovo maintenance contract	$9,420.00
38573	95	STERLING COMPUTERS	2/14/22	Computer memory, security cables	$310.00
38574	96	STEVE'S SPECIALIZED SERVI	2/14/22	Laundry	$40.00
38575	97	TECH LOGIC	2/14/22	CircIT Software Renewal- 1yr (3/1/2022-2/28/2023)	$1,356.00
38576	98	TRUGREEN PROCESSING CE	2/14/22	Ice melt	$142.50
38577	99	UNIQUE	2/14/22	Collections: Initial/Secondary Placements- January 2022	$80.55
38578	100	VSP INSURANCE CO. (CT)	2/14/22	Vision insurance premiums- February 2022	$167.02
38579	101	BAKER & TAYLOR	2/14/22	Books, Continuations, AV, Auto. Yours	$4,781.83
38580	102	BAKER & TAYLOR ENTERTAIN	2/14/22	AV	$1,522.78

Feb

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38581	103	BARNES & NOBLE, INC	2/14/22	Books	$31.96
38582	104	FINDAWAY WORLD, LLC	2/14/22	Playaways, Wonderbooks	$532.40
38583	105	ICC BUSINESS PRODUCTS	2/14/22	Calendar, tape	$30.81
38584	106	KROGER GARDIS & REGAS, LL	2/14/22	Legal Assistance: Personnel Matters	$1,749.00
38585	107	LEGAL DIRECTORIES PUBLISH	2/14/22	Continuations	$69.75
38586	108	MAGAZINE SUBSCRIPTION SE	2/14/22	June - August 2022 magazine renewals	$1,975.40
38587	109	MICHAEL R. ANDERSON	2/14/22	Rens: Snow removal 2/2-2/6/22	$474.50
38588	110	MIDWEST TAPE	2/14/22	AV	$101.21
38589	111	OFFICE DEPOT	2/14/22	Janitorial, office, & library supplies	$463.58
38590	112	QUILL LLC	2/14/22	Janitorial, office, & library supplies	$380.50
38591	113	WHEATFIELD CHAMBER OF C	2/14/22	Wheatfield Chamber Membership Dues 2022	$100.00
				Total Amount of Claims	**$138,643.07**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 14, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $138,643.07

Date this 14th **day of** February **,20**22.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

M
A
R.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 14, 2022, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of February Board Meeting Bills/Financial Reports Salary Ordinance Update (R 7) 2022 Staff Development Day (R 12)	
General Business	
Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian (R 12)	Information
DeMotte Library Parking Lot Project (R 12)	Information
Jasper County Public Library Annual Report Review (R 12)	Information
Director's Report (R 12-R 15)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **February 14, 2022**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Janelle Harper, Janet Umlauf, Julie Davidson, Kristie Housman, Janett Kingman, Patricia Stringfellow, Rayann Gilmore, Harry Mohler, Stace Pickering
Absent: Mark Heinig

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the January Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Holiday Policy, Fine Free Library Policy, & Criminal History Policy reviews, and Library Behavior Policy revisions were approved as presented on a motion by K. Housman and seconded by K. Kaluf. Motion passed.

DeMotte Parking Lot Project Update: P. Stringfellow signed the parking lot project contract on January 19 after attorney Ed Dumas reviewed it. The contract has been uploaded to the Gateway as required. On February 9 Director P. Stringfellow and DeMotte Library Branch Manager, Shannon Heldak, met with architect Harry Mohler, Hamstra Project Manager Curt Albertson, and Brent VanSoest of Countryside Landscaping, subcontractor for project landscaping, to discuss the DeMotte Library landscaping allowance and other matters related to the project. H. Mohler presented the brick paver, mulch, pergola fascia board samples to the Board. At the meeting the brick paver color had been narrowed down to two options and the DeMotte staff have voted for the one they like best. There is potential for a future fundraising opportunity with the brick pavers. The pavers can be etched with names of donors and Countryside Landscaping can replace bricks within the patio with the etched ones later if the library ever wanted to do a fundraising campaign. The mulch is a hardwood mulch with a natural color. It shouldn't fade after the first year and the plan is for minimal mulching around the trees. The pergolas will be treated wood with a fascia board that has a textured finish. Types of trees and landscaping were discussed and P. Stringfellow explained that Countryside is aware that the library wants low maintenance trees and plants that won't outgrow their locations in a few years and to lean towards more native species. Countryside is working on a sketch of the landscaping. The rock for the dry creek bed has been chosen. Shannon has researched the Story Walk. At least 16 panels are recommended for enough to feature a picture book. A field trip will be planned to visit some nearby libraries with story walks to get a better understanding of what's needed. H. Mohler recommended that the library go with two tall pole lights for parking lot lighting. This option is significantly cheaper than going with 6-8 shorter pole lights. He explained that he had spoken with Hamstra about getting a permit from the Town of DeMotte for the project. Hamstra checked with the Town and a permit is not needed since there is no building. Time lapse cameras will be mounted to capture the construction of the parking lot for patron interest and library history. The plan is to construct the new parking lot first and then start replacing the old parking lot with the 'plaza' area to hopefully have parking available throughout the project.

Building Insurance Review: The Library's insurance agent, Stace Pickering, will be soliciting bids for the building insurance this year. He presented an overview of the library's current coverage. He explained that due to increasing construction and material costs he will likely recommend a 5% increase to the property replacement cost. Bids will be brought back to the April board meeting for the Board to review. New structures such as the pergolas added to the DeMotte Library property as part of the parking lot project will be added to the insurance later in the year once construction is complete.

Director's Report: The Indiana State Library has changed the name of the State Technology Grant to the Broadband Connectivity Grant. The fund that we have receipted this money into was named State Technology Fund Grant. To line up what the State Library is now calling this money we have changed our fund name to Broadband Connectivity Grant Fund. The State Board of Accounts has no objection to the change in fund name. The money received is coming from the same source and being used for the same purpose; the only thing that has changed is the name that the State Library is calling it. Reports have been updated to reflect this change. SB17 has passed out of the State Senate. It is currently in the House and does not have a hearing scheduled as of now. HB1134 has passed out of the State House. It is currently in the Senate with a hearing scheduled.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:38 PM, seconded by J. Kingman.

Janet Umlauf
Janet Umlauf, Secretary

Julie Davidson
Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
February 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	15	0	2	17
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	24	7	0	31
Blu-Ray (DBR)	104	1	1	106
Books on CD (DBKCD)	35	5	3	43
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	13	4	2	19
Digital Audiobooks (DDA)	7	0	0	7
DVD (DDVD)	738	63	44	845
Equipment (DEQP)	26	0	0	26
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	324	27	17	368
Fiction Fantasy (DFICF)	7	1	1	9
Fiction Inspirational (DFICI)	57	2	2	61
Fiction Mystery (DFICM)	73	19	2	94
Fiction New (DFICNEW)	304	30	13	347
Fiction Science Fiction (DFICSF)	9	0	0	9
Fiction Western (DFICW)	6	1	0	7
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	19	0	1	20
Hanging Bags (DHANG)	16	1	0	17
Hotspots (DWIFI)	4	28	4	36
ILL (DILL)	31	2	0	33
Internet (DINTER)	297	0	0	297
Juv. Audio book (DJAUDB)	22	3	1	26
Juv. Biography (DJBIO)	43	2	6	51
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	32	2	0	34
Juv. Digital Device (DJDDP)	2	0	0	2
Juvenile Easy (DJE)	815	23	57	895
Juv. Easy Non-fiction (DJENF)	42	0	4	46
Juv. Easy Reader (DJER)	371	13	6	390
Juv. Easy Reader NF (DJERN)	13	0	0	13
Juv. Fiction (DJFIC)	553	23	13	589
Juv. Graphic Novel (DJGN)	134	1	8	143
Juv. Holiday books (DJHOL)	49	3	4	56
Juv. Launchpads (DPTAB)	5			5
Juv. Magazine (DJMAG)	31	0	0	31
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	238	28	20	286
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	175	1	1	177
Large Print Fiction (DLPF)	42	8	5	55
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	45	2	4	51
Large Print Nonfic (DLPNF)	4	1	2	7
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	251	3	3	257
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	2	0	1	3
Nonfiction 100 (DNF100)	19	3	4	26
Nonfiction 200 (DNF200)	25	1	1	27
Nonfiction 300 (DNF300)	16	7	3	26
Nonfiction 400 (DNF400)	3	2	2	7
Nonfiction 500 (DNF500)	14	0	3	17
Nonfiction 600 (DNF600)	87	19	26	132
Nonfiction 700 (DNF700)	19	4	0	23
Nonfiction 800 (DNF800)	7	4	24	35
Nonfiction 900 (DNF900)	32	0	4	36
Nonfiction Blu-Ray (DNFBR)	0	1	0	1
Nonfiction DVD (DNFDVD)	46	1	2	49
Nonfiction (DNFIC)	4	0	0	4
Nonfiction New (DNFNEW)	80	15	9	104
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	3	0	0	3
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	67	0	68
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	8	0	0	8
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	80	7	7	94
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	7	4	2	13
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	1	0	0	1

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	16	1	20
Blu-Ray (RBR)	16	227	6	249
Books on CD (RBKCD)	2	30	1	33
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	44	2	51
Digital Audiobooks (RDA)	0	14	0	14
DVD (RDVD)	50	1045	58	1153
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	38	377	13	428
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	21	224	9	254
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	47	1	50
Hanging Bag (RHANG)	0	42	1	43
Hotspots (RWIFI)	6	27	3	36
ILL (RILL)	0	4	0	4
Internet (RINTER)	0	269	0	269
Juv. Audio book (RJAUDB)	0	40	2	42
Juv. Biography (RJBIO)	3	18	3	24
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	6	0	6
Juv. Digital Device (RJDDP)	1	0	3	4
Juvenile Easy (RJE)	35	343	29	407
Juv. Easy Non-fiction (RJENF)	2	36	2	40
Juv. Easy Reader (RJER)	16	248	7	271
Juv. Easy Reader NF (RJERN)	0	31	3	34
Juv. Fiction (RJFIC)	22	250	6	278
Juv. Graphic Novel (RJGN)	6	60	13	79
Juv. Launchpads (RPTAB)	2	8	1	11
Juv. Magazine (RJMAG)	0	16	0	16
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	17	190	16	223
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	3	103	2	108
Large Print Fiction (RLPF)	3	111	4	118
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	1	123	2	126
Large Print Nonfic (RLPNF)	0	7	0	7
Large Print Western (RLPW)	0	1	0	1
Magazine (RMAG)	0	92	0	92
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	4	2	0	6
Non-Fiction 100 (RNF100)	0	11	1	12

Non-Fiction 200 (RNF200)	1	12	2	15
Non-Fiction 300 (RNF300)	9	39	11	59
Non-Fiction 400 (RNF400)	0	2	1	3
Non-Fiction 500 (RNF500)	3	17	7	27
Non-Fiction 600 (RNF600)	11	128	44	183
Non-Fiction 700 (RNF700)	3	51	5	59
Non-Fiction 800 (RNF800)	2	4	10	16
Non-Fiction 900 (RNF900)	9	39	3	51
Nonfiction Blu-Ray (RNFBR)	2	5	0	7
Nonfiction DVD (RNFDVD)	6	59	6	71
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	7	99	29	135
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	4	0	4
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	55	2	4	61
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	1	0	28	29
STEAM Kits (RSTEAM)	0	0	0	0
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	6	0	6
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	6	48	0	54
YA Music CD (RYACD)	1	11	0	12
YA Nonfiction (RYANF)	0	1	1	2
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0			0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	1	13	14
Blu-Ray (WBR)	1	9	130	140
Books on CD (WBKCD)	1	14	50	65
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	5	3	119	127
Digital Audiobooks (WDA)	2	1	2	5
DVD (WDVD)	47	52	812	911
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	13	11	166	190
Fiction Fantasy (WFICF)	1	1	11	13
Fiction Inspirational (WFICI)	8	8	35	51
Fiction Mystery (WFICM)	13	2	45	60

Fiction New (WFICNEW)	22	11	79	112
Fiction Science Fiction (WFICSF)	4	0	2	6
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	0	3	5
Hanging Bags (WHANG)	0	1	35	36
Hotspots (WWIFI)	3	21	15	39
ILL (WILL)	2	0	24	26
Internet (WINTER)	0	0	154	154
Juv. Audio book (WJAUDB)	0	1	11	12
Juv. Biography (WJBIO)	4	0	18	22
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	3	7	11
Juv. Digital Device (WJDDP)	0	0	4	4
Juvenile Easy (WJE)	32	14	329	375
Juv. Easy Non-fiction (WJENF)	0	2	56	58
Juv. Easy Reader (WJER)	5	7	210	222
Juv. Easy Reader NF (WJERN)	0	0	3	3
Juv. Fiction (WJFIC)	45	19	242	306
Juv. Graphic Novel (WJGN)	11	3	79	93
Juv. Launchpads (WPTAB)	1	1	12	14
Juv. Magazine (WJMAG)	0	0	29	29
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	14	15	153	182
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	5	176	184
Large Print Fiction (WLPF)	10	11	53	74
Large Print Inspirational (WLPI)	2	0	0	2
Large Print Mystery (WLPM)	2	1	4	7
Large Print New (WLPN)	4	2	72	78
Large Print Nonfic (WLPNF)	2	0	22	24
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	8	0	115	123
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	1	0	11	12
Non-Fiction 200 (WNF200)	3	1	10	14
Non-Fiction 300 (WNF300)	4	6	22	32
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	1	0	3	4
Non-Fiction 600 (WNF600)	4	14	54	72
Non-Fiction 700 (WNF700)	4	4	10	18
Non-Fiction 800 (WNF800)	0	0	6	6
Non-Fiction 900 (WNF900)	2	5	12	19
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	1	43	46
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	5	13	49	67
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	2	0	7	9
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	2	1	3
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	2	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	12	8	35	55
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	10	10
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0			0
Storage (WZSTO)	0	0	0	0
TOTAL	6117	5311	4226	15654

CIRCULATION BY HOLDINGS CODE
February 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	15	0	2	17
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	27	24	14	65
Blu-Ray (BR)	123	243	137	503
Books on CD (BKCD)	38	49	54	141
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	23	51	123	197
Digital Audiobooks (DA)	9	15	2	26
DVD (DVD)	835	1160	914	2909
Equipment (EQP)	26	2	0	28
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	375	415	196	986
Fiction Fantasy (FICF)	8	2	12	22
Fiction Inspirational (FICI)	65	10	37	112
Fiction Mystery (FICM)	86	21	47	154
Fiction New (FICNEW)	347	265	101	713
Fiction Science Fiction (FICSF)	13	0	2	15
Fiction Western (FICW)	6	1	2	9

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	23	47	5	75
Hanging Bags (HANG)	16	44	36	96
Hotspots (WIFI)	13	76	22	111
ILL (ILL)	33	6	24	63
Internet (INTR)	297	269	154	720
Juv. Audio book (JAUDB)	22	44	14	80
Juv. Biography (JBIO)	50	20	27	97
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	33	11	7	51
Juv. Digital Device (JDDP)	3	0	7	10
Juvenile Easy (JE)	882	380	415	1677
Juv. Easy Non-Fiction (JENF)	44	**38**	62	144
Juv. Easy Reader (JER)	392	268	223	883
Juv. Easy Reader NF (JERN)	13	31	6	50
Juv. Fiction (JFIC)	620	292	261	1173
Juv. Graphic Novel (JGN)	151	64	92	307
Juv. Holiday (JHOL)	49	3	4	56
Juv. Launchpads (PTAB)	8	9	13	30
Juv. Magazine (JMAG)	31	16	29	76
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	269	233	189	691
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	181	109	179	469
Large Print Fiction (LPF)	55	130	62	247
Large Print Inspirational (LPI)	2	0	0	2
Large Print Mystery (LPM)	2	1	4	7
Large Print New (LPN)	50	127	78	255
Large Print Nonfic (LPNF)	6	8	24	38
Large Print Western (LPW)	0	1	0	1
Magazine (MAG)	259	95	118	472
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	2	1	9
Non-Fiction 100 (NF100)	20	14	16	50
Non-Fiction 200 (NF200)	29	14	13	56
Non-Fiction 300 (NF300)	29	52	36	117
Non-Fiction 400 (NF400)	3	4	5	12
Non-Fiction 500 (NF500)	18	17	13	48
Non-Fiction 600 (NF600)	102	161	124	387
Non-Fiction 700 (NF700)	26	59	15	100
Non-Fiction 800 (NF800)	9	8	40	57
Non-Fiction 900 (NF900)	43	44	19	106
Non-Fiction Blu-Ray (NFBR)	2	6	0	8
Non-Fiction DVD (NFDVD)	54	61	51	166
Nonfiction (NFIC)	4	0	2	6
Nonfiction New (NFNEW)	92	127	87	306
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	1	0	4
Professional Coll. (PROF)	0	4	0	4

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	3	4	7	14
Reference (REF)	21	2	48	71
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	3	1	0	4
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	55	2	4	61
SRCS (From other libraries III-SRC	1	67	0	68
SRCS (SRCSW) Wheatfield	1	0	28	29
STEAM Kits (STEAM)	8	2	1	11
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	6	2	8
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	0	0	2	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	98	63	42	203
YA Music CD (YACD)	1	11	0	12
YA Nonfiction (YANF)	7	5	13	25
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	1	0	2
				0
Free reads	281	116	54	451
Games/Puzzles	52	0	17	69
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6473	5435	4338	16246

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1291	1090	595	2976
Nonfiction	474	548	481	1503
CHILDREN'S BOOKS				
Fiction	2254	1144	1178	4576
Nonfiction	412	295	282	989
YA BOOKS				
Fiction	121	110	47	278
Nonfiction	8	5	13	26
Preloaded Dig Dev, Child	8	9	13	30
Magazines, Adult	259	95	118	472
Magazines, Children	31	16	29	76
Sound Recordings, adult	70	121	183	374
Sound Recordings, ch	72	110	57	239
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	57	69	32	158
STEAM Kits	8	2	1	11

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1017	1474	1109	3600
Equipment	39	78	22	139
Total	6121	5166	4160	15447
A-V Circulation	1159	1705	1349	4213
A-V Circulation as % of total	18.9%	33.0%	32.4%	27.3%

CIRCULATION STATISTICS

February 2022

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	**Total Circ.**
ADULT BOOKS										
Fiction	68	3	**1,291**	87	19	**1,090**	66	8	**595**	**2,976**
Nonfiction	69	4	**474**	63	7	**548**	38	0	**481**	**1,503**
CHILDREN'S BKS										
Fiction	67	1	**2,254**	69	0	**1,144**	48	0	**1,178**	**4,576**
Nonfiction	16	0	**412**	6	0	**295**	9	0	**282**	**989**
YA BOOKS										
Fiction	13	0	**121**	12	0	**110**	10	0	**47**	**278**
Nonfiction	1	0	**8**	0	0	**5**	0	0	**13**	**26**
Preloaded Dig Dev	0	0	**8**	0	0	**9**	0	0	**13**	**30**
Magazines,Adult	0	0	**259**	0	0	**95**	0	0	**118**	**472**
Magazines, Child	0	0	**31**	0	0	**16**	0	0	**29**	**76**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	2	2	**70**	3	0	**121**	4	0	**183**	**374**
Sound Rec/Child	0	0	**72**	4	0	**110**	0	0	**57**	**239**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**57**	0	0	**69**	0	0	**32**	**158**
STEAM Kits	0	0	**8**	0	0	**2**	0	0	**1**	**11**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	26	159	**1,017**	38	1	**1,474**	30	0	**1,109**	**3,600**
Equipment	0	0	**39**	0	0	**78**	0	0	**22**	**139**
TOTAL	262	169	**6,121**	282	27	**5,166**	205	8	**4,160**	**15,447**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	86,149	78,258	61,351
Circulation Increase/Decrease	**3.7%**	**7.9%**	**-1.4%**

MONTHLY SYSTEM STATISTICS	2021	2022	% change
Current month's Circulation	14,913	15,447	3.6%
Jan. to date circulation	31,183	32,849	5.3%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,983	25,048	16,678	16,746	16,080	16,138	**Fiction**
19,927	19,992	19,376	19,432	8,386	8,424	**Nonfiction**
						CHILDREN'S BKS
16,120	16,186	14,758	14,827	13,483	13,531	**Fiction**
9,531	9,547	6,443	6,449	6,698	6,707	**Nonfiction**
						YA BOOKS
2,421	2,434	3,335	3,347	3,598	3,608	**Fiction**
658	659	344	344	77	77	**Nonfiction**
5	5	8	8	11	11	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,917	3,917	858	861	4,894	4,898	**Sound Rec/Adult**
661	661	4,190	4,194	826	826	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-60	-60	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,564	7,431	11,280	11,317	7,002	7,032	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
86,056	86,149	78,003	78,258	61,154	61,351	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

February 2022

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	258	56	256	55	302	65	816	177
LOCAL HISTORY								
In person	0	0	8	2	0	0	8	2
Letters written	11	11	9	9	0	0	20	20
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	297	12	269	11	154	6	720	30
Internet use-Wireless	1053		945		486		2484	
VCR Use	0	0	0	0	0	0	0	0
Microforms	6	1	31	4	0	0	37	5
Public FAX24	33		17		21		71	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	4	1	14	5	2	1	20	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	2		2		1		5	
Outreach activities	12	12	0	0	1	1	13	9
Meeting Room Use (no. of group	35	12	46	15	25	8	106	35
Study room use	46	4	33	3	22	2	101	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	145	1	52	1	50	1	247	2
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2800	
IN-HOUSE USE ITEMS	131		0		64		195	
SELF-CHECKOUT USE	37		219		47		303	
INTERLIBRARY LOANS								
Requests made for:	29	7	1	0	33	8	63	16
Items rec'd for:	21	11	2	1	48	24	71	36
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	5920	10256	3689	19865
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	199	416	97	712
Number of New Patrons Added	18	18	17	

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages	0	0	3	18	1	6	4	24

Children's Programs (0-13)	8	48	8	48	11	66	27	162
Number attending	106		38		477		621	
YA Programs (14-17)	2	12	1	6	0	0	3	18
Number attending	20		8		1		29	
Adult Programs	2	12	5	30	3	18	10	60
Number attending	61		54		81		196	
Senior Citizen Programs	3	18	2	12	0	0	5	30
Number attending	4		16		0		20	
Total Number of Programs	**15**	90	**19**	114	**15**	90	**49**	294
Total Persons Attending	**191**		**116**		**559**		**866**	
Total Attending Same Month Last Yr.	0		21		57		78	
Total Staff Hours Spent		218		221		206	645	641
Total Number of In-House Progran	**10**		**19**		**9**		**38**	
Total Attendance	**121**		**116**		**119**		**356**	
Total Number of Outreach Progran	**5**		**0**		**6**		**11**	
Total Attendance	**70**		**0**		**440**		**510**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4033	65.5%	3506	68.0%	3216	77.4%	10755	69.5%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	101	1.6%	90	1.7%	15	0.4%	206	1.3%
Juvenile-AV	553	9.0%	348	6.7%	380	9.2%	1281	8.3%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	108	1.8%	164	3.2%	131	3.2%	403	2.6%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	63	1.0%	9	0.2%	0	0.0%	72	0.5%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	5	0.1%	5	0.0%
School	2	0.0%	32	0.6%	0	0.0%	34	0.2%
School AV	0	0.0%	35	0.7%	0	0.0%	35	0.2%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	106	2.1%	0	0.0%	106	0.7%
Staff	1000	16.3%	713	13.8%	288	6.9%	2001	12.9%
Walking books	60	1.0%	0	0.0%	3	0.1%	63	0.4%
YA 12-17	34	0.6%	24	0.5%	10	0.2%	68	2.8%
YA-AV	199	3.2%	131	2.5%	105	2.5%	435	2.8%
Total	6153		5158		4153		15464	
All items borrowed by nonresidents	173	2.8%	240	4.7%	136	3.3%	549	3.6%

R7

Salary Ordinance 2022
Updated 3/14/22

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Thomas Wampler	Clerk	$10.22	3/3/22	14	W
William Kadar	Clerk	$10.22	3/17/22	12	R

We have hired Thomas Wampler as Wheatfield Clerk, replacing Alicia Sanders who was promoted to Wheatfield Children's Assistant. We have hired William Kadar as Rensselaer Clerk, replacing Beth Hopkins who was promoted to Rensselaer Library Assistant 2.

We have examined and approved the changes to the 2022 Jasper County Public Library Salary Ordinance. Dated 3/14/22.

Julie Davidson

Director's Report
February 2022

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

2022 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2022 Salary Ordinance Update as presented.**

2022 Staff Development Day: I am requesting permission to close all JCPL library locations on Friday, September 9 so that we may hold our 2022 Staff Development Day. Our training day will be a hybrid like last year with a virtual and an in-person component. Three small groups will meet at each library, but we will mix the staff from each building. Our timeframe will be like last year, 10am-3pm. For many years the Library Board has approved our closing the libraries for Staff Development Day, and historically we have offered a full day of training (8:30-4:30). Last year we shortened our training time to 10-3, and all of us found this new approach very valuable. It gave us time to set things up in the morning and break them down in the afternoon with training in between. It also allows for other work-related tasks like emptying book drops and checking email before and/or after training. Lunch plans were easier to sort out and the whole day was valuable yet less exhausting to all. Staff networking is also an important component of this day, and our hybrid approach still allows for this all-important relationship building. We will be discussing training topics and possible presenters at our March Management Meeting. At this time, we simply wish to settle on a firm date so that all staff may plan around it. Content will be fleshed out after closure is approved. **If you approve the consent agenda, you will approve closing all JCPL locations for Staff Development Day on Friday, September 9, 2022.**

General Business

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian: Linda Poortenga and Janice Wilma will present their Annual Impact Reports, reporting on adult and youth services.

DeMotte Library Parking Lot Project: I will provide a brief update.

Jasper County Public Library Annual Report Review: I have completed and submitted our Indiana Public Library Annual Report 2021 to the State Library. You will receive a copy of this report at the March meeting. We will review the report together. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services.

Director's Report:

Governor Holcomb rescinded Indiana's Public Health Emergency related to COVID – 19 via signed Executive Order Thursday evening, March 3. We regularly and continually review our COVID procedures and processes. This review continues in consideration of the latest Executive Order.

In March three policies are up for review: Staff Complaint Policy, JCPL Public Purchase Policy, and Proctoring Policy. No revisions are recommended.

Our Non-Resident Card fee is based upon per capita expenditures for the previous year. Now that we have closed the books on 2021, we can evaluate our Non-Resident Fee. In consideration of per capita expenditures our fee must be equal or greater than $73.24. Our current fee is $75.15 as adopted by the board on February 9, 2019. To avoid wild fluctuations in the card fees I am not recommending a change in the fee this year. Our current fee meets requirements. Additionally, we rarely get a request for this type of card.

National Library Week is April 3-9. This year's theme is "Connect with Your Library". We have ordered 'We Love Our Library' signs to pass out to patrons and friends once again. This will be our third year in a row to pass out these signs which create a positive buzz in our community. We are using gift funds to cover the cost.

This year's Summer Reading theme is Oceans of Possibilities, and we are planning for a six-week program. This year we return to in-person programs, and our children's librarians have been busy booking presenters and ordering supplies and prizes.

Our DeMotte and Rensselaer Library buildings will be 30 years old each this year. I have asked Shannon and Linda to coordinate a birthday celebration of some sort to commemorate the occasion. I suggested that the Friends of the Library might be interested in making a gift to each library, perhaps a piece of art. Plans are in discussion.

I virtually attended the NWI Directors' Meeting Friday, March 4. Two bits of news to share. Stephanie Murphy explained that she expected the new consortium, Indiana Digital Library, launch to be complete this week. Go live date was March 1. There were a few bumps in the road for participating libraries and patrons, but things seem to be smoothing out nicely. Porter County Public Library is migrating to a new (for them) integrated library system (ILS), Evergreen and plans to 'go live' later this month. We will be experiencing a significant upgrade to our ILS, TLC, later this year, moving to version 5.x. Staff training and field trips are planned so that staff can version 5.x in action before the upgrade.

2022 got off to a busy, busy start. Staff have been very busy with the switch to our new eBook consortium, our ARPA Grant to digitize our microfilmed newspapers, researching story walks for our DeMotte Parking Lot project, planning birthday parties for our DeMotte and Rensselaer library buildings, and learning about and utilizing One Note and Microsoft Teams. We have a hard-working and creative team!

As reported to you in an email our ILF Advocacy Committee reports that, "Thanks to your advocacy, HB 1369 which, on the last day of the session, added language similar to that of SB17 was defeated in the Senate 21-29. The language that was added would have removed schools and libraries from an exemption in the definition of material harmful to minors."

I participated in a virtual meeting coordinated by the Jasper Newton Foundation titled Share the Vision Nonprofit Connections 2022. The purpose of the meeting was to allow leaders of various nonprofits to get better acquainted and learn about potential partnerships. The J/N Foundation did take some time to explain some available resources and suggested that they would be calling more meeting in future with an eye to community collaboration.

You will receive a Long Range Plan report for the last quarter at our March 14 meeting.

System Administrator News

Sheila reports, "watched "Urgent Webcast | Russian Cyber Attack Escalation in Ukraine - What You Need to Know" from SANS Institute and emailed staff to be extra diligent to keep our JCPL computers and networks safe from Russian-related attacks. I researched cloud storage options for our ARPA newspaper digitization grant. Chris (IT Consultant) had suggested we use Microsoft Azure for storage since we have the infrastructure and are familiar with Microsoft products. However, after researching AWS and Azure, I found AWS easy enough, and Mel indicated that the company specifically requested AWS. I purchased $1000 worth of "AWS credits" from TechSoup for $95. I'll add the credits to our AWS account as soon as Tech Soup approves it. I then worked with Mel to tweak settings and prepare our account for file storage. I also set up an account for her so she can manage the process during the grant. The pricing for AWS is based on MANY factors. Mel will need to keep a close eye on what we are being charged. I recommended she set up "alerts" in AWS so she can stay on top of it."

Technical Services News

Becky reports, "Kim began working in Technical Services. Before she started, I worked with Sheila to have her permissions in TLC, SRCS, and Baker & Taylor ready to go on day 1. She is settling in nicely and is already able to do orders on her own with no assistance needed. Cataloging is going well, but is much more complicated, so she has some questions with that aspect of her job. I received training from Sheila in how to run ZOOM meetings. I was able to do our Annual AY meeting with the adult selectors via ZOOM and had NO Problems! I was able to add Kim to our meetings for AY selections."

DeMotte Library News

Shannon reports, "Kim helped a patron figure out Google sheets. She helped this patron last year, as well. The patron works for a school system and their IT person is either unwilling or unable to assist her in creating spreadsheets to help her track her mileage between the school buildings. The library to the rescue! The patron is very grateful for all the help Kim has given her. Karla's Super Stem had kids creating a "Fabulous Filter." An empty water bottle was cut apart in advance. The kids placed a cotton ball in the mouth of the bottle. Then, charcoal, sand, small gravel, flat gem aquarium pebbles and large pebbles were used to create different layers inside the top of the water bottle. This was then placed inside the bottom half of the bottle. Dirty water was made using tap water and potting soil. The kids poured the dirty water onto the pebbles and watched as the water trickled down and became "clean" as it emptied into the bottom portion. All the kids in attendance really enjoyed the program and got to take home their filter to show their families."

Rensselaer Library News

Linda reports, "We completed our "Read for a Better World" adult winter reading program, a Beanstack offering, I think most participants were added on paper. We had 128 participants this year." Janice reports, "Heavy snow and inclement weather kept most of the St. A classes away. Our Valentine Program was fun. The kids and adults enjoyed finding the things on their scavenger hunt list. YU-GI-Oh has returned and has had many participants."

Wheatfield Library News

Evie reports, "Rachael and Alicia held two weekly Storytime sessions, an After School Program, and Maker Monday. Rachael attended her usual class visits at Wheatfield Elementary, as well as judged at their annual Reading Fair and was a guest speaker for the school to share with the teachers some of the programs and resources we currently offer. Alicia and Evie held another successful Nerf Night – we had over 40 people attend, with 30 kids and dads participating…darts were everywhere! Nanette was excited to share that she continues to notice patrons using the series boxes we provide (they have lists of the titles in many of the common book series we carry). She also continues to do an excellent job of contacting local artists to display their works on our art wall."

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet. -Patty

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JCPL FINANCIAL STATEMENT
February 28, 2022

	Beginning 2022 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund .	$1,181,439.75	$190,252.50	$376,546.83	$58,308.74	$117,037.82	$921,930.74
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$65.00	$65.00
Gift Fund	$24,901.20	$386.51	$847.41	$320.00	$3,145.00	$27,198.79
DeMotte	$8,960.54	$60.55	$236.50	$0.00	$2,625.00	$11,349.04
Rensselaer	$13,449.69	$124.03	$124.03	$200.00	$300.00	$13,625.66
Wheatfield	$2,490.97	$201.93	$486.88	$120.00	$220.00	$2,224.09
Library Improvement Reserve Fund	$232,465.52	$0.00	$0.00	$17.83	$37.57	$232,503.09
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,270,969.90	$0.00	$0.00	$214.51	$395.23	$2,271,365.13
Includes Investments of $2,109,198.57						
Broadband Connectivity Grant Fund	$0.00	$1,782.00	$3,564.00	$0.00	$18,656.33	$15,092.33
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$50.94	$0.00	$27.32	$17.50	$24.59	$48.21
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,237.22	$17,632.31	$8,237.22	$17,632.31	$0.00
FICA Tax Collected	$0.00	$8,068.53	$16,845.55	$8,068.53	$16,845.55	$0.00
State Tax Collected	$0.00	$3,671.03	$7,613.78	$3,671.03	$7,613.78	$0.00
County Tax Collected	$0.00	$2,783.25	$5,813.31	$2,783.25	$5,813.31	$0.00
INPRS	$0.00	$3,043.73	$6,319.21	$3,043.73	$6,319.21	$0.00
Deferred Comp Plan	$0.00	$2,690.00	$5,730.00	$2,690.00	$5,730.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,740.52	$7,030.18	$3,419.62	$7,030.24	$0.06
Life Insurance	$0.00	$702.00	$714.36	$337.62	$714.40	$0.04
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,713,240.21	$225,357.29	$448,684.26	$91,129.58	$207,060.34	$3,471,616.29

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Bank Balances

Jasper County Public Library

Report as of: **2/28/22**

	Bank	
1	Alliance Bank	$1,362,147.72
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,109,198.57
	Total all banks =	**$3,471,616.29**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$166.95	Jan-22
								$202.07	Feb-22

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$369.02**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **2/1/22** *To* **2/28/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$83,595.00	$0.00	$83,595.00	$6,966.26	$13,831.12	$69,763.88	83.5
1.12 SALARY OF ASSISTANTS	$1,227,154.00	$0.00	$1,227,154.00	$95,340.96	$199,900.51	$1,027,253.49	83.7
1.13 WAGES OF JANITORS	$100,212.00	$0.00	$100,212.00	$5,834.10	$12,003.12	$88,208.88	88.0
1.21 EMPLOYER'S SHARE-FICA	$107,939.00	$0.00	$107,939.00	$8,068.53	$16,845.55	$91,093.45	84.4
1.22 UNEMPLOYMENT COMPENSATION	$2,462.00	$0.00	$2,462.00	$0.00	$205.44	$2,256.56	91.7
1.23 EMPLOYER'S CONTRIB.- PERF	$126,700.00	$0.00	$126,700.00	$9,991.09	$20,708.11	$105,991.89	83.7
1.24 EMPLOYER'S CONTRIB.- INS.	$173,581.00	$0.00	$173,581.00	$10,150.23	$23,778.78	$149,802.22	86.3
Subtotal	*$1,821,643.00*		$1,821,643.00	$136,351.17	$287,272.63	$1,534,370.37	84.2
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$116.64	$383.36	76.7
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$326.34	$326.34	$6,673.66	95.3
2.21 CLEANING & SANITATION SUPPLIES	$8,000.00	$0.00	$8,000.00	$413.05	$413.05	$7,586.95	94.8
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$217.74	$217.74	$5,282.26	96.0
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$0.00	$750.00	100.0
2.41 LIBRARY SUPPLIES	$15,500.00	$0.00	$15,500.00	$172.33	$172.33	$15,327.67	98.9
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$1,129.46	$1,246.10	$38,503.90	96.9
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$6,000.00	$0.00	$6,000.00	$1,749.00	$1,749.00	$4,251.00	70.9
3.14 OTHER PROFESSIONAL SERVICES	$5,400.00	$0.00	$5,400.00	$72.64	$72.64	$5,327.36	98.7
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$0.00	$2,232.25	$27,867.75	92.6
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$6,375.00	$6,375.00	$25,125.00	79.8
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,078.41	$2,154.66	$11,845.34	84.6
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$689.13	$1,423.22	$18,576.78	92.9
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$0.00	$70.00	$8,930.00	99.2
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$56.09	$64.72	$1,735.28	96.4
3.26 NETWORKING	$84,956.00	$0.00	$84,956.00	$1,325.81	$2,801.23	$82,154.77	96.7
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$0.00	$800.00	100.0
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$0.00	$29,000.00	100.0
3.51 GAS	$25,000.00	$0.00	$25,000.00	$2,635.25	$4,501.93	$20,498.07	82.0
3.52 ELECTRICITY	$130,000.00	$0.00	$130,000.00	$7,266.60	$14,145.57	$115,854.43	89.1
3.53 WATER	$3,500.00	$0.00	$3,500.00	$249.08	$498.16	$3,001.84	85.8
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$607.57	$1,215.14	$6,784.86	84.8
3.61 BUILDING & STRUCTURES	$120,000.00	$0.00	$120,000.00	$4,068.25	$4,820.15	$115,179.85	96.0
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$350.00	$0.00	$350.00	$13.80	$81.83	$268.17	76.6
3.91 DUES	$2,600.00	$0.00	$2,600.00	$1,511.54	$1,623.54	$976.46	37.6
3.93 TAXES & ASSESSMENTS	$1,200.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00	100.0
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$110,044.00	$0.00	$110,044.00	$14,859.63	$31,674.10	$78,369.90	71.2
Subtotal	*$690,170.00*		$690,170.00	$42,557.80	$75,803.14	$614,366.86	89.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$40,000.00	$0.00	$40,000.00	$310.00	$456.87	$39,543.13	98.9
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$4,377.38	$5,216.67	$144,783.33	96.5
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$2,913.24	$3,646.55	$12,853.45	77.9
4.53 NONPRINTED MATERIALS	$66,000.00	$0.00	$66,000.00	$2,613.45	$2,904.87	$63,095.13	95.6
Subtotal	*$272,500.00*		$272,500.00	$10,214.07	$12,224.96	$260,275.04	95.5
Grand Total	$2,824,063.00	$0.00	$2,824,063.00	$190,252.50	$376,546.83	$2,447,516.17	86.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3C

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **2/1/22** *To* **2/28/22**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$3,564.00	($3,564.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$3,564.00	($3,564.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$3,564.00	($3,564.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **2/1/22** ***To*** **2/28/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	60	PAYROLL	2/10/22	PAYROLL	$54,608.05
0	61	AFLAC	2/10/22	Supplemental Insurance January 2022 (Conf #1106)	$685.33
0	62	CHRISTINA SANDERS	2/10/22	Courier Mileage: 1/16 - 1/31/2022 (Conf #1105)	$398.97
0	63	GREAT-WEST RETIREMENT	2/10/22	Annuity withheld 2/10/22 payroll (Reference #971653775)	$1,345.00
0	64	INPRS fbo PERF	2/10/22	INPRS Contributions 2/10/22 Payroll	$6,475.49
0	65	IRS USA TAXPAYMENT	2/10/22	Federal Withholding, Medicare & FICA withheld 2/10/22 Payroll & Ins. (Acknowledgement # 61202843)	$12,294.68
0	66	TOWN OF WHEATFIELD	2/10/22	WH: Sewer Service February 2022 (Conf #1107)	$77.35
38545	67	AARON'S LAWN CARE	2/14/22	DeM & Wh: Snow removal 1/2-1/24/22	$860.00
38546	68	ACE HARDWARE	2/14/22	Electrical supplies, snow shovel, driveway markers	$75.24
38547	69	ANTHEM BLUE CROSS BLUE S	2/14/22	Health insurance premiums- February 2022	$12,479.32
38548	70	ANTHEM LIFE	2/14/22	Life insurance premiums- February 2022	$117.81
38549	71	BUSINESS CARD	2/14/22	Library supplies, background checks, ILF membership dues	$1,571.11
38550	72	CAPITAL ONE	2/14/22	Walmart: Winter Read prize, children's program supplies, New Year's Eve program supplies	$94.81
38551	73	CARDINAL COPIER SOLUTION	2/14/22	Quarterly maintenance agreement on DeMotte staff copier 10/2/21 - 1/1/22	$695.48
38552	74	CENTURYLINK	2/14/22	Rens: Fax line- February 2022	$60.01
38553	75	COMMONWEALTH TECHNOLO	2/14/22	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$850.63
38554	76	CULLIGAN WATER CONDITIO	2/14/22	Wh: Water Cooler Rental- January 2022	$13.80
38555	77	DELTA DENTAL	2/14/22	Dental insurance premiums- February 2022	$488.10
38556	78	ENA SERVICES LLC	2/14/22	Internet Service- January 2022	$1,782.00
38557	79	HAMSTRA BUILDERS, INC.	2/14/22	Rens: Door repair; Wh: 2022 HVAC Service Contract	$1,544.75
38558	80	INDIANA DEPT. OF ENVIRONM	2/14/22	Wh: Annual public water system fee	$100.00
38559	81	INDIANA GROCERY GROUP, L	2/14/22	Christmas program supplies, Staff Christmas Party expenses, children's program supplies	$126.60
38560	82	INDIANA NEWSPAPERS INC.	2/14/22	Rens: Journal & Courier newspaper subscription Acct# 281284273	$312.00
38561	83	INDIANA WASTE SERVICE	2/14/22	DeM & Wh: Trash pick-up February 2022	$158.76
38562	84	MICHAEL R. ANDERSON	2/14/22	Rens: Snow removal 1/2-1/25/22	$500.00
38563	85	NIMBO IP LLC	2/14/22	Monthly Managed Service- January 2022	$815.00
38564	86	NIPSCO	2/14/22	DeM & Wh: Gas & electric service 12/30/21-1/31/22	$6,556.09
38565	87	NITCO	2/14/22	DeM: Local phone service- February 2022	$137.77
38566	88	OVERDRIVE, INC.	2/14/22	Deposit on Advantage & Consortium Accounts for future content purchases	$6,375.00
38567	89	PORTER COUNTY PUBLIC LIB	2/14/22	Lost ILL/SRCS item # 316207	$6.99
38568	90	POST-TRIBUNE	2/14/22	DeM & Rens: Newspaper subscriptions Acct# 44365252	$147.50
38569	91	PRECISION CONTROL SYSTE	2/14/22	DeM: HVAC preventative maintenance; Rens: HVAC repair	$2,985.64
38570	92	RENSSELAER CHAMBER OF C	2/14/22	2022 Annual Membership Dues	$75.00
38571	93	RENSSELAER REPUBLICAN	2/14/22	Wh: Newspaper subscription Acct# 0038731	$99.00
38572	94	ROEING CORPORATION	2/14/22	Lenovo Essential Service, YourDrive YourData, Premier Support, Lenovo maintenance contract	$9,420.00
38573	95	STERLING COMPUTERS	2/14/22	Computer memory, security cables	$310.00
38574	96	STEVE'S SPECIALIZED SERVI	2/14/22	Laundry	$40.00
38575	97	TECH LOGIC	2/14/22	CircIT Software Renewal- 1yr (3/1/2022-2/28/2023)	$1,356.00
38576	98	TRUGREEN PROCESSING CE	2/14/22	Ice melt	$142.50
38577	99	UNIQUE	2/14/22	Collections: Initial/Secondary Placements- January 2022	$80.55
38578	100	VSP INSURANCE CO. (CT)	2/14/22	Vision insurance premiums- February 2022	$167.02
38579	101	BAKER & TAYLOR	2/14/22	Books, Continuations, AV, Auto. Yours	$4,781.83
38580	102	BAKER & TAYLOR ENTERTAIN	2/14/22	AV	$1,522.78

F4b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
38581	103	BARNES & NOBLE, INC	2/14/22	Books	$31.96
38582	104	FINDAWAY WORLD, LLC	2/14/22	Playaways, Wonderbooks	$532.40
38583	105	ICC BUSINESS PRODUCTS	2/14/22	Calendar, tape	$30.81
38584	106	KROGER GARDIS & REGAS, LL	2/14/22	Legal Assistance: Personnel Matters	$1,749.00
38585	107	LEGAL DIRECTORIES PUBLISH	2/14/22	Continuations	$69.75
38586	108	MAGAZINE SUBSCRIPTION SE	2/14/22	June - August 2022 magazine renewals	$1,975.40
38587	109	MICHAEL R. ANDERSON	2/14/22	Rens: Snow removal 2/2-2/6/22	$474.50
38588	110	MIDWEST TAPE	2/14/22	AV	$101.21
38589	111	OFFICE DEPOT	2/14/22	Janitorial, office, & library supplies	$463.58
38590	112	QUILL LLC	2/14/22	Janitorial, office, & library supplies	$380.50
38591	113	WHEATFIELD CHAMBER OF C	2/14/22	Wheatfield Chamber Membership Dues 2022	$100.00
0	114	PAYROLL	2/25/22	PAYROLL	$53,533.27
0	115	AFLAC	2/25/22	Supplemental Insurance February 2022 (Conf #1114)	$655.17
0	116	ALLIANCE BANK	2/25/22	Direct Deposit Fees - January 2022	$36.20
0	117	CENTURYLINK	2/25/22	Wh: Fax line February 2022 (Conf #1111)	$65.63
0	118	CHICAGO TRIBUNE	2/25/22	DeM & Rens: Newspaper subscriptions Acct# 20468938 (Conf #1110)	$379.34
0	119	CHRISTINA SANDERS	2/25/22	Courier Mileage: 2/1 - 2/16/2022 (Conf #1109)	$290.16
0	120	CITY OF RENSSELAER	2/25/22	Rens: Utilities: 01/05 - 02/07/22 (Conf #151159335)	$3,794.82
0	121	GREAT-WEST RETIREMENT	2/25/22	Annuity withheld 2/25/22 payroll (Reference #976813686)	$1,345.00
0	122	INDIANA DEPARTMENT OF RE	2/25/22	State & County Taxes withheld February 2022 Payrolls (Conf # 0-006-513-242)	$6,454.28
0	123	INPRS fbo PERF	2/25/22	INPRS Contributions 2/25/22 Payroll	$6,559.33
0	124	IRS USA TAXPAYMENT	2/25/22	Federal Withholding, Medicare & FICA withheld 2/28/22 Payroll & Ins. (Acknowledgement # 25180706)	$12,079.60
0	125	SPRINT	2/25/22	Hotspot Data Service 1/12//21 - 02/11/2022 (Conf #1112)	$90.00
0	126	T-MOBILE	2/25/22	Hotspot Data Service 1/12 - 2/11/22 (Conf #1113)	$1,235.81
0	127	TOWN OF DEMOTTE	2/25/22	Dem: Sewer & Water : January 2022 (Conf #11108)	$171.48
0	128	ALLIANCE BANK	2/28/22	Positive Pay Fee- February 2022	$15.00
0	129	SQUARE, INC	2/28/22	Merchant Processing Fees- February 2022	$9.13

F4C

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$225,357.29**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, March 9, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $225,357.29

Date this 14th **day of** March **,20** 22 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
February 28, 2022

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$333.77	$905.55
DeMotte	$81.89	$268.30		
Rensselaer	$202.94	$519.37		
Wheatfield	$48.94	$117.88		
PHOTOCOPIES:			$567.65	$1,438.30
DeMotte	$221.40	$423.70		
Rensselaer	$225.20	$808.60		
Wheatfield	$121.05	$206.00		
INTEREST (Checking, Repurchase, CDs):			$78.74	$176.55
TAXES:			$57,078.58	$114,157.16
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
LIT Certified Shares	$57,078.58	$114,157.16		
TAXABLE SALES:-			$0.00	$1.27
REFUNDS:			$250.00	$358.99
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$250.00	$350.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$8.99		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$58,308.74**	**$117,037.82**
PLAC FUND:			$0.00	$65.00
GIFT FUNDS:			$320.00	$3,145.00
DeMotte	$0.00	$2,625.00		
Rensselaer	$200.00	$300.00		
Wheatfield	$120.00	$220.00		
LIB. IMPROV. RESERVE FUND:			$17.83	$37.57
Interest Earned	$17.83	$37.57		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$214.51	$395.23
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$214.51	$395.23		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,656.33
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$17.50	$24.59
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$58,878.58**	**$139,361.54**

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WITHHOLDING ACCOUNT FUNDS:			$32,251.00	$67,698.80
FIT Tax Collected	$8,237.22	$17,632.31		
FICA Collected	$8,068.53	$16,845.55		
State Tax Collected	$3,671.03	$7,613.78		
County Tax Collected	$2,783.25	$5,813.31		
INPRS	$3,043.73	$6,319.21		
Deferred Comp Plan	$2,690.00	$5,730.00		
Pre-tax Insurance Plan	$3,419.62	$7,030.24		
Life Insurance	$337.62	$714.40		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$91,129.58**	**$207,060.34**

F6a

Voucher List

Report Date: From 3/1/22 **To** 3/14/22

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	130	PAYROLL	3/10/22	PAYROLL	$49,558.54
0	131	CHRISTINA SANDERS	3/10/22	Courier Mileage: 2/16 - 2/28/2022 (Conf #1115)	$253.89
0	132	GREAT-WEST RETIREMENT	3/10/22	Annuity withheld 3/10/22 payroll (Reference #980203553)	$1,345.00
0	133	INPRS fbo PERF	3/10/22	INPRS Contributions 3/10/22 Payroll	$6,018.49
0	134	IRS USA TAXPAYMENT	3/10/22	Federal Withholding, Medicare & FICA withheld 3/10/22 Payroll & Ins. (Acknowledgement # 54413361)	$10,909.55
0	135	TOWN OF DEMOTTE	3/10/22	Dem: Sewer & Water : February 2022 (Conf #1117)	$160.92
0	136	TOWN OF WHEATFIELD	3/10/22	WH: Sewer Service March 2022 (Conf #1116)	$77.35
38592	137	AARON'S LAWN CARE	3/14/22	DeM & Wh: Snow removal	$2,205.00
38593	138	ACE HARDWARE	3/14/22	Maintenance supplies: hacksaw, silicone lube, grease, door hold kick-downs	$37.85
38594	139	A. E. BOYCE COMPANY, INC.	3/14/22	W-2 forms, envelopes	$8.16
38595	140	AMAZON CAPITAL SERVICES	3/14/22	Books, janitorial & library supplies	$284.64
38596	141	ANTHEM BLUE CROSS BLUE	3/14/22	Health insurance premiums- March 2022	$14,262.08
38597	142	ANTHEM LIFE	3/14/22	Life insurance premiums- March 2022	$116.34
38598	143	APPLIED IMAGING	3/14/22	Quarterly maintenance agreement on patron copiers	$929.14
38599	144	BAKER & TAYLOR	3/14/22	Books, Continuations, AV, Auto. Yours	$10,340.24
38600	145	BAKER & TAYLOR ENTERTAIN	3/14/22	AV	$1,468.71
38601	146	BARNES & NOBLE, INC	3/14/22	Books	$30.58
38602	147	BUSINESS CARD	3/14/22	Postage, background checks, Adobe Creative Cloud renewal, Amazon Web Services credits for file storage, rubber stamps, PO Box renewal, Storywalk Field Trip expenses, Gnome Home program supplies, sympathy cards, children's supplies, Summer Reading supplies, Wind Chime program supplies	$953.02
38603	148	CAPITAL ONE	3/14/22	Walmart: Valentine kids program supplies, Winter afterschool program supplies, Adult Card program supplies, Watercolor program supplies, Cricut supplies, STEM program supplies, Board Meeting refreshments, children's supplies	$283.54
38604	149	CAPITAL ONE TRADE CREDIT	3/14/22	Curb paint	$5.99
38605	150	CENTURYLINK	3/14/22	Rens: Fax line- March 2022	$60.01
38606	151	COLONIAL CLEANERS	3/14/22	DeM: Laundry	$16.43
38607	152	CULLIGAN WATER CONDITIO	3/14/22	Wh: Water Cooler Rental- February 2022; 5-gallon drinking water- 5	$60.55
38608	153	DELTA DENTAL	3/14/22	Dental insurance premiums- March 2022	$455.56
38609	154	DONNA BARKO	3/14/22	Mileage 1/20-3/4/22	$84.47
38610	155	EDWARD P. DUMAS	3/14/22	Legal Assistance: DeMotte parking lot project	$350.00
38611	156	ENA SERVICES LLC	3/14/22	Internet Service- February 2022	$1,782.00
38612	157	FINDAWAY WORLD, LLC	3/14/22	Wonderbooks, Playaways, Launchpads	$1,328.08
38613	158	GAYLORD BROS., INC.	3/14/22	Archival photo boxes	$51.36
38614	159	ICC BUSINESS PRODUCTS	3/14/22	Toilet bowl mops, pen refill, chairmats, plastic comb bindings, clear presentation covers	$274.61
38615	160	INDIANA GROCERY GROUP, L	3/14/22	Children's program supplies	$10.37
38616	161	INDIANA WASTE SERVICE	3/14/22	DeM & Wh: Trash pick-up March 2022	$158.76
38617	162	KAPCO	3/14/22	Polyester corners, polyester repair tape, polyester wings, poly covers	$204.10
38618	163	KANKAKEE VALLEY PUBLISHI	3/14/22	Annual Financial Report legal ad	$213.60
38619	164	KROOSWYK PLUMBING, HEAT	3/14/22	DeM: Backflow test	$110.00
38620	165	MICHAEL R. ANDERSON	3/14/22	Rens: Snow removal	$299.00
38621	166	MIDDLEBURY PUBLIC LIBRAR	3/14/22	2022 NICCL dues	$50.00
38622	167	MIDWEST TAPE	3/14/22	AV	$373.65

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38623	168	NIMBO IP LLC	3/14/22	Monthly Managed Service- February 2022	$815.00
38624	169	NIPSCO	3/14/22	DeM & Wh: Gas & electric service 1/31-3/2/22	$5,877.98
38625	170	NITCO	3/14/22	DeM: Local phone service- March 2022	$137.77
38626	171	OVERDRIVE, INC.	3/14/22	IDDC Maintenance Fee for February 2022, Deposit on Account for Future Content Purchases	$250.00
38627	172	PATTY STRINGFELLOW	3/14/22	Mileage 2/9-3/1/22	$51.48
38628	173	PRECISION CONTROL SYSTE	3/14/22	DeM: HVAC repair	$691.05
38629	174	ROEING CORPORATION	3/14/22	PCIe card, BTI replacement battery	$448.00
38630	175	SUNRISE PACKAGING	3/14/22	Audiobook cases	$359.64
38631	176	ULINE	3/14/22	DVD cases, replacement bag for janitor cart	$493.71
38632	177	UNIQUE	3/14/22	Collections: Initial/Secondary Placements- February 2022	$98.45
38633	178	VSP INSURANCE CO. (CT)	3/14/22	Vision insurance premiums- March 2022	$190.88
38634	179	CENTURYLINK	3/14/22	Wh: Fax line March 2022	$65.63
38635	180	DEMCO INC	3/14/22	Library supplies	$1,778.56
38636	181	GRAINGER	3/14/22	Air filters, bottle filler filter cartridge, batteries	$266.20
38637	182	HAMSTRA BUILDERS, INC.	3/14/22	DeM: Parking Lot Project progress	$6,448.60
38638	183	KROGER GARDIS & REGAS, L	3/14/22	Legal Assistance: Personnel Matters	$264.00
38639	184	MICHAEL R. ANDERSON	3/14/22	Rens: Snow removal 3/11/22	$137.00
38640	185	MIDWEST TAPE	3/14/22	Audiobook sleeves	$1,277.97
38641	186	OFFICE DEPOT	3/14/22	Library, office, janitorial, & maintenance supplies	$1,018.11
38642	187	OVERDRIVE, INC.	3/14/22	Participation in the Indiana Digital Library (IDL) consortium March 2022 - February 2023, future consortium content	$3,000.00
38643	188	POST-TRIBUNE	3/14/22	DeM & Rens: Newspaper subscriptions Acct# 44365252	$191.50
38644	189	QUILL LLC	3/14/22	Janitorial, office, library, & maintenance supplies	$334.73
38645	190	RCHS YEARBOOK	3/14/22	2018-2021 Rensselaer Central High School Yearbooks	$260.00
				Total Amount of Claims	**$129,587.84**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 14, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except**

for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$129,587.84**

Date this 14th **day of** March **,20**22.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for on 12:00:00 AM.

A
P
R.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 11, 2022, 6pm
DeMotte Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of March Board Meetings	
Bills/Financial Reports	
General Business	
Building Insurance Bids (R 15)	Action
DeMotte Library Parking Lot Project Update (R 15)	Information
Annual Impacts - Report by DeMotte Branch Manager & Children's Specialist (R 15)	Information
Advance Tax Draw (R 15)	Action
Infectious Disease & Illness Prevention Plan (R 10; R 15)	Action
Report JCPL Volunteers (R 15)	Information
Director Review (R 16)	Information
Director's Report (R 15 – R 18)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES **March 14, 2022**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Mark Heinig, Janet Umlauf, Kevin Kaluf, Julie Davidson, Kristie Housman, Janett Kingman, Patricia Stringfellow, Rayann Gilmore, Linda Poortenga, Janice Wilma
Absent: Janelle Harper

Agenda & Consent Agenda Approval: K. Housman moved to approve the Agenda and Consent Agenda items that included the February Board Meeting Minutes, bills/financial reports, Salary Ordinance update, and request to close all JCPL locations on Friday, September 9 to hold the 2022 Staff Development Day as presented, seconded by J. Umlauf. Motion passed.

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian:
J. Wilma, Rensselaer Youth Services Librarian, shared that 2021 started out with virtual programming and as the year progressed, we moved to more face-to-face programming. We continued to send recorded stories to Head Start and put together story time kits and take & make crafts. In March two Saint Augustine classes began visiting the library. A virtual Mine Craft Game program was held in April with the DeMotte & Wheatfield Libraries. 38 free trees were distributed for Earth Day with the help of the organization Neighborhood Forest. We were unable to go to the schools to promote summer reading, but the school librarians were gracious enough to promote summer reading for us. The summer reading theme was "Tails and Tales". With the Beanstack app participants were able to register and track their reading online. Paper registration and reading logs were offered as well. Most programs were held outdoors to help with social distancing and two programs were held in the park. The park programs worked really well, and we will probably plan to hold some programs in the park again this year. Our animal program provided by Humane Indiana was a big hit. September brought the return of more face-to-face programs, and we were very happy to see our young patrons again along with some new families attending programs. October, November, & December got back to normal programming, and we finished the year with a very successful visit from Santa. We entered a scarecrow in the park district's contest for the first time. We had a little scarecrow sitting on his mom's lap with a book she was reading to him. We had a lot of fun creating, and we plan to participate again next year. This past Saturday we held our train event with 200 people in attendance!

L. Poortenga, Rensselaer Headquarters Librarian, shared a Google review from a patron who appreciated the Library's COVID-19 response and care of the community. Library Genealogist, Melissa Smith, collaborated with the Jasper County Historical Society on a number of projects this year including assisting with research for the Historical Society's annual cemetery walk; coordinating a visit to both the library and the Historical Society for Doug McKraken, a graduate of Milroy's alma mater, Norwich University in Vermont, so he could view the Milroy items and documents housed at both locations; and tracking down, through the Historical Society, a wonderful brochure they had created on Frank Fisher for a patron who was interested in his architecture and the buildings he designed in Rensselaer. Selectors are now able to order books from Amazon to fulfill the requests that come in from patrons for books that are only available through Amazon. Linda participated in the work group tasked with researching alternate options for the defunct PhoneTree notifications; attended the virtual TLCU Conference and participates in meetings for information on CIRC & PAC in LS2 for the upcoming TLC update to 5.x; and she's joined the team to assist in special purchasing & guidelines for the new Indiana Digital Library (IDL) Consortium. This year a tea program was held with Donna Yarema McCoy from Remington.

Donna is recognized as one of seven Master Tea Blenders in the United States and has been blending her signature loose leaf teas for over 17 years. VR Oculus programming is being offered using this new technology. Programs are back to pre-pandemic offerings and each month visits are increasing. Rachel Kuhn's book discussions continue to offer both an in-person and Zoom option for participants. This year the Rensselaer Library received a donation from Walter and Susan Schaltenbrand of some James Hanley memorabilia for our local history collection. This is currently on display on the computer kiosk.

Jasper County Public Library Annual Report Review: Our Indiana Public Library Annual Report has been completed and submitted to the State Library. Board members received a copy of the report at the March meeting and time was allowed for review. The report provides a good overview of our financial situation last year as well as use and service counts.

Director's Report: The Library received a letter and impact statement from the City of Rensselaer Redevelopment Commission notifying the library of the proposed amendment to the Lintner Park Economic Development and Allocation Area. The impact statement indicates there would be no impact to the library. Governor Holcomb rescinded Indiana's Public Health Emergency related to COVID-19 via signed Executive Order on March 3. We regularly and continually review our COVID procedures and processes. This review continues with the help of our employment law attorney in consideration of the latest Executive Order and OSHA/CDC considerations. National Library Week is April 3-9. This year's theme is "Connect with Your Library". We have ordered 'We Love Our Library' yard signs to pass out to patrons and friends once again at all three library locations. The DeMotte and Rensselaer Library buildings will be 30 years old this year. Birthday celebrations to commemorate the occasions are planned for each library location. Board members received the Long Range Plan report for the last quarter.

Adjournment: With no further matters for discussion K. Housman moved to adjourn the meeting at 6:35 PM, seconded by K. Kaluf.

Janet Umlauf

Janet Umlauf, Secretary

Julie Davidson

Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
March 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	27	0	0	27
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	20	5	0	25
Blu-Ray (DBR)	136	1	10	147
Books on CD (DBKCD)	44	7	1	52
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	25	1	1	27
Digital Audiobooks (DDA)	14	0	1	15
DVD (DDVD)	963	90	60	1113
Equipment (DEQP)	44	0	0	44
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	358	25	13	396
Fiction Fantasy (DFICF)	4	3	0	7
Fiction Inspirational (DFICI)	103	1	2	106
Fiction Mystery (DFICM)	86	10	2	98
Fiction New (DFICNEW)	369	16	21	406
Fiction Science Fiction (DFICSF)	5	2	1	8
Fiction Western (DFICW)	3	0	0	3
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	28	3	2	33
Hanging Bags (DHANG)	10	1	0	11
Hotspots (DWIFI)	5	29	8	42
ILL (DILL)	20	0	0	20
Internet (DINTER)	391	0	0	391
Juv. Audio book (DJAUDB)	14	0	3	17
Juv. Biography (DJBIO)	62	2	2	66
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	35	1	0	36
Juv. Digital Device (DJDDP)	12	1	0	13
Juvenile Easy (DJE)	937	31	67	1035
Juv. Easy Non-fiction (DJENF)	36	3	2	41
Juv. Easy Reader (DJER)	334	15	16	365
Juv. Easy Reader NF (DJERN)	13	0	0	13
Juv. Fiction (DJFIC)	645	38	12	695
Juv. Graphic Novel (DJGN)	120	3	10	133
Juv. Holiday books (DJHOL)	44	0	5	49
Juv. Launchpads (DPTAB)	5	1		6
Juv. Magazine (DJMAG)	15	0	0	15
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	287	11	28	326
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	175	5	7	187
Large Print Fiction (DLPF)	73	12	6	91
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	60	7	5	72
Large Print Nonfic (DLPNF)	2	1	2	5
Large Print Western (DLPW)	0	0	1	1
Magazine (DMAG)	326	8	3	337
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	7	0	0	7
Nonfiction 100 (DNF100)	18	3	3	24
Nonfiction 200 (DNF200)	33	1	1	35
Nonfiction 300 (DNF300)	30	2	1	33
Nonfiction 400 (DNF400)	4	1	4	9
Nonfiction 500 (DNF500)	20	0	0	20
Nonfiction 600 (DNF600)	103	22	28	153
Nonfiction 700 (DNF700)	44	2	3	49
Nonfiction 800 (DNF800)	15	3	4	22
Nonfiction 900 (DNF900)	28	9	8	45
Nonfiction Blu-Ray (DNFBR)	1	0	1	2
Nonfiction DVD (DNFDVD)	37	0	5	42
Nonfiction (DNFIC)	5	0	0	5
Nonfiction New (DNFNEW)	107	13	8	128
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	15	0	0	15
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	65	1	67
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	12	0	0	12
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	0	0	1
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	120	7	7	134
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	11	0	2	13
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	1	0	0	1

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	15	2	19
Blu-Ray (RBR)	4	179	2	185
Books on CD (RBKCD)	3	52	4	59
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	64	2	71
Digital Audiobooks (RDA)	1	9	0	10
DVD (RDVD)	30	1097	59	1186
Equipment (REQP)	0	6	0	6
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	41	451	12	504
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	33	275	10	318
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	12	99	0	111
Hanging Bag (RHANG)	0	43	0	43
Hotspots (RWIFI)	6	35	3	44
ILL (RILL)	0	9	0	9
Internet (RINTER)	0	241	0	241
Juv. Audio book (RJAUDB)	0	26	3	29
Juv. Biography (RJBIO)	8	18	4	30
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	28	0	28
Juv. Digital Device (RJDDP)	0	3	0	3
Juvenile Easy (RJE)	24	410	27	461
Juv. Easy Non-fiction (RJENF)	1	45	7	53
Juv. Easy Reader (RJER)	11	266	13	290
Juv. Easy Reader NF (RJERN)	3	24	2	29
Juv. Fiction (RJFIC)	42	273	24	339
Juv. Graphic Novel (RJGN)	13	67	6	86
Juv. Launchpads (RPTAB)	0	0	1	1
Juv. Magazine (RJMAG)	0	13	0	13
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	16	252	5	273
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	4	127	5	136
Large Print Fiction (RLPF)	3	137	3	143
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	3	155	1	159
Large Print Nonfic (RLPNF)	1	8	0	9
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	19	103	0	122
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	5	1	6
Non-Fiction 100 (RNF100)	6	4	0	10

Non-Fiction 200 (RNF200)	2	16	1	19
Non-Fiction 300 (RNF300)	11	32	11	54
Non-Fiction 400 (RNF400)	0	2	2	4
Non-Fiction 500 (RNF500)	1	11	2	14
Non-Fiction 600 (RNF600)	28	129	20	177
Non-Fiction 700 (RNF700)	4	70	5	79
Non-Fiction 800 (RNF800)	3	8	6	17
Non-Fiction 900 (RNF900)	5	23	11	39
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	2	52	0	54
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	10	110	44	164
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	3	0	3
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	52	3	3	58
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	3	3	41	47
STEAM Kits (RSTEAM)	0	6	0	6
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	73	2	82
YA Music CD (RYACD)	1	20	0	21
YA Nonfiction (RYANF)	0	6	1	7
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	0	13	14
Blu-Ray (WBR)	2	0	132	134
Books on CD (WBKCD)	4	11	71	86
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	1	2	128	131
Digital Audiobooks (WDA)	0	2	6	8
DVD (WDVD)	42	57	966	1065
Equipment (WEQP)	0	0	2	2
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	17	19	183	219
Fiction Fantasy (WFICF)	0	0	9	9
Fiction Inspirational (WFICI)	11	1	81	93
Fiction Mystery (WFICM)	9	2	48	59

Fiction New (WFICNEW)	29	10	153	192
Fiction Science Fiction (WFICSF)	2	0	6	8
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	8	16	24
Hanging Bags (WHANG)	2	0	42	44
Hotspots (WWIFI)	4	30	10	44
ILL (WILL)	3	2	20	25
Internet (WINTER)	0	0	139	139
Juv. Audio book (WJAUDB)	2	1	14	17
Juv. Biography (WJBIO)	2	0	19	21
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	2	8	11
Juv. Digital Device (WJDDP)	2	1	6	9
Juvenile Easy (WJE)	39	12	398	449
Juv. Easy Non-fiction (WJENF)	1	4	67	72
Juv. Easy Reader (WJER)	9	1	253	263
Juv. Easy Reader NF (WJERN)	0	0	9	9
Juv. Fiction (WJFIC)	61	23	411	495
Juv. Graphic Novel (WJGN)	16	0	170	186
Juv. Launchpads (WPTAB)	3	2	7	12
Juv. Magazine (WJMAG)	0	1	50	51
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	20	12	208	240
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	3	3
Juv. Toddler (WJTOD)	10	2	243	255
Large Print Fiction (WLPF)	16	7	48	71
Large Print Inspirational (WLPI)	0	1	1	2
Large Print Mystery (WLPM)	2	0	7	9
Large Print New (WLPN)	5	1	78	84
Large Print Nonfic (WLPNF)	0	2	17	19
Large Print Western (WLPW)	0	0	2	2
Magazine (WMAG)	8	0	52	60
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	7	1	7	15
Non-Fiction 200 (WNF200)	2	0	11	13
Non-Fiction 300 (WNF300)	1	4	17	22
Non-Fiction 400 (WNF400)	0	0	4	4
Non-Fiction 500 (WNF500)	1	1	9	11
Non-Fiction 600 (WNF600)	19	14	86	119
Non-Fiction 700 (WNF700)	3	0	18	21
Non-Fiction 800 (WNF800)	0	0	4	4
Non-Fiction 900 (WNF900)	7	4	21	32
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	8	3	55	66
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	6	9	77	92
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	6	6
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	5	5
Vertical file (WVF)	0	0	4	4
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	3	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	23	19	78	120
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	8	9
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	7290	5847	5225	18362

CIRCULATION BY HOLDINGS CODE
March 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	27	0	0	27
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	23	20	15	58
Blu-Ray (BR)	143	181	145	469
Books on CD (BKCD)	51	70	76	197
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	31	67	131	229
Digital Audiobooks (DA)	15	11	7	33
DVD (DVD)	1035	1244	1085	3364
Equipment (EQP)	44	6	2	52
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	416	495	208	1119
Fiction Fantasy (FICF)	4	3	9	16
Fiction Inspirational (FICI)	114	2	83	199
Fiction Mystery (FICM)	95	12	50	157
Fiction New (FICNEW)	431	301	184	916
Fiction Science Fiction (FICSF)	7	2	7	16
Fiction Western (FICW)	3	0	2	5

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	40	110	18	168
Hanging Bags (HANG)	12	44	42	98
Hotspots (WIFI)	15	94	21	130
ILL (ILL)	23	11	20	54
Internet (INTR)	391	241	139	771
Juv. Audio book (JAUDB)	16	27	20	63
Juv. Biography (JBIO)	72	20	25	117
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	36	31	8	75
Juv. Digital Device (JDDP)	14	5	6	25
Juvenile Easy (JE)	1000	453	492	1945
Juv. Easy Non-Fiction (JENF)	38	**52**	76	166
Juv. Easy Reader (JER)	354	282	282	918
Juv. Easy Reader NF (JERN)	16	24	11	51
Juv. Fiction (JFIC)	748	334	447	1529
Juv. Graphic Novel (JGN)	149	70	177	396
Juv. Holiday (JHOL)	44	0	5	49
Juv. Launchpads (PTAB)	8	3	8	19
Juv. Magazine (JMAG)	15	14	50	79
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	323	275	241	839
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	3	3
Juv. Toddler (JTOD)	189	134	255	578
Large Print Fiction (LPF)	92	156	57	305
Large Print Inspirational (LPI)	0	1	1	2
Large Print Mystery (LPM)	2	0	7	9
Large Print New (LPN)	68	163	84	315
Large Print Nonfic (LPNF)	3	11	19	33
Large Print Western (LPW)	0	0	3	3
Magazine (MAG)	353	111	55	519
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	7	5	1	13
Non-Fiction 100 (NF100)	31	8	10	49
Non-Fiction 200 (NF200)	37	17	13	67
Non-Fiction 300 (NF300)	42	38	29	109
Non-Fiction 400 (NF400)	4	3	10	17
Non-Fiction 500 (NF500)	22	12	11	45
Non-Fiction 600 (NF600)	150	165	134	449
Non-Fiction 700 (NF700)	51	72	26	149
Non-Fiction 800 (NF800)	18	11	14	43
Non-Fiction 900 (NF900)	40	36	40	116
Non-Fiction Blu-Ray (NFBR)	1	1	1	3
Non-Fiction DVD (NFDVD)	47	55	60	162
Nonfiction (NFIC)	5	0	2	7
Nonfiction New (NFNEW)	123	132	129	384
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	0	0	3
Professional Coll. (PROF)	0	4	0	4

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	1	3	6	10
Reference (REF)	19	20	29	68
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	15	1	0	16
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	52	3	3	58
SRCS (From other libraries III-SRC	1	65	1	67
SRCS (SRCSW) Wheatfield	3	3	41	47
STEAM Kits (STEAM)	12	6	5	23
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	1	1	3	5
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	0	0	3	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	150	99	87	336
YA Music CD (YACD)	1	20	0	21
YA Nonfiction (YANF)	12	6	11	29
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	2	0	3
				0
Free reads	396	90	115	601
Games/Puzzles	16	0	27	43
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7722	5958	5387	19067

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1629	1227	810	3666
Nonfiction	616	566	502	1684
CHILDREN'S BOOKS				
Fiction	2483	1297	1664	5444
Nonfiction	477	347	350	1174
YA BOOKS				
Fiction	190	209	105	504
Nonfiction	13	6	11	30
Preloaded Dig Dev, Child	8	3	8	19
Magazines, Adult	353	111	55	519
Magazines, Children	15	14	50	79
Sound Recordings, adult	98	149	220	467
Sound Recordings, ch	65	122	70	257
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	56	71	45	172
STEAM Kits	12	6	5	23

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1227	1484	1297	4008
Equipment	59	100	23	182
Total	7301	5712	5215	18228
A-V Circulation	1390	1755	1587	4732
A-V Circulation as % of total	19.0%	30.7%	30.4%	26.0%

CIRCULATION STATISTICS

March 2022

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	123	5	**1,629**	92	35	**1,227**	105	371	**810**	**3,666**
Nonfiction	72	123	**616**	100	120	**566**	43	0	**502**	**1,684**
CHILDREN'S BKS										
Fiction	66	0	**2,483**	73	0	**1,297**	73	12	**1,664**	**5,444**
Nonfiction	17	0	**477**	14	1	**347**	6	0	**350**	**1,174**
YA BOOKS										
Fiction	26	0	**190**	29	0	**209**	26	1	**105**	**504**
Nonfiction	4	0	**13**	1	0	**6**	1	0	**11**	**30**
Preloaded Dig Dev	3	0	**8**	6	0	**3**	8	0	**8**	**19**
Magazines,Adult	0	0	**353**	0	0	**111**	0	0	**55**	**519**
Magazines, Child	0	0	**15**	0	0	**14**	0	0	**50**	**79**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	18	189	**98**	20	1	**149**	28	1	**220**	**467**
Sound Rec/Child	4	0	**65**	7	0	**122**	0	0	**70**	**257**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	1	**0**	0	0	**0**	**0**
SRCS	0	0	**56**	0	0	**71**	0	0	**45**	**172**
STEAM Kits	0	0	**12**	0	0	**6**	0	0	**5**	**23**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	68	3	**1,227**	60	6	**1,484**	65	5	**1,297**	**4,008**
Equipment	0	0	**59**	0	0	**100**	0	0	**23**	**182**
TOTAL	401	320	**7,301**	402	164	**5,712**	355	390	**5,215**	**18,228**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	86,230	78,496	61,316
Circulation Increase/Decrease	**11.2%**	**0.2%**	**18.3%**

MONTHLY SYSTEM STATISTICS	2021	2022	% change
Current month's Circulation	16,675	18,228	9.3%
Jan. to date circulation	47,858	51,077	6.7%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
25,048	25,166	16,746	16,803	16,138	15,872	**Fiction**
19,992	19,941	19,432	19,412	8,424	8,467	**Nonfiction**
						CHILDREN'S BKS
16,186	16,252	14,827	14,900	13,531	13,592	**Fiction**
9,547	9,564	6,449	6,462	6,707	6,713	**Nonfiction**
						YA BOOKS
2,434	2,460	3,347	3,376	3,608	3,633	**Fiction**
659	663	344	345	77	78	**Nonfiction**
5	8	8	14	11	19	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,917	3,746	861	880	4,898	4,925	**Sound Rec/Adult**
661	665	4,194	4,201	826	826	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-60	-61	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,431	7,496	11,317	11,371	7,032	7,092	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
86,149	86,230	78,258	78,496	61,351	61,316	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

March 2022

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	252	55	279	60	311	67	842	182
LOCAL HISTORY								
In person	7	2	6	2	0	0	13	4
Letters written	9	9	9	9	0	0	18	18
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	391	16	241	10	139	6	771	32
Internet use-Wireless	1320		1320		630		3270	
VCR Use	0	0	0	0	0	0	0	0
Microforms	13	2	34	5	0	0	47	6
Public FAX24	52		30		31		113	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	12	4	0	0	12	4
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	9		8		1		18	
Outreach activities	17	17	0	0	1	1	18	12
Meeting Room Use (no. of group	48	16	47	16	29	10	124	41
Study room use	44	4	40	3	25	2	109	9
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	108	1	1	0	0	0	109	1
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							3828	
IN-HOUSE USE ITEMS	209		300		78		587	
SELF-CHECKOUT USE	68		316		57		441	
INTERLIBRARY LOANS								
Requests made for:	19	5	18	5	30	8	67	17
Items rec'd for:	19	10	20	10	29	15	68	34
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	5949	10287	3710	19946
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	206	423	98	727
Number of New Patrons Added	37	28	24	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	2	12	1	6	0	0	3	18

Children's Programs (0-13)	10	60	14	84	10	60	34	204
Number attending	249		314		418		981	
YA Programs (14-17)	3	18	3	18	0	0	6	36
Number attending	38		37		0		75	
Adult Programs	8	48	8	48	4	24	20	120
Number attending	37		38		44		119	
Senior Citizen Programs	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Total Number of Programs	**23**	138	**26**	156	**14**	84	**63**	378
Total Persons Attending	**324**		**389**		**462**		**1175**	
Total Attending Same Month Last Yr.	3		13		28		44	
Total Staff Hours Spent		274		279		192	744	739
Total Number of In-House Program	**17**		**25**		**9**		**51**	
Total Attendance	**255**		**371**		**80**		**706**	
Total Number of Outreach Progran	**6**		**1**		**5**		**12**	
Total Attendance	**69**		**18**		**382**		**469**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4909	67.1%	3458	60.7%	3885	74.3%	12252	67.2%
Corporate	3	0.0%	0	0.0%	0	0.0%	3	0.0%
Juvenile 0-11	146	2.0%	138	2.4%	83	1.6%	367	2.0%
Juvenile-AV	494	6.8%	409	7.2%	547	10.5%	1450	8.0%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	82	1.1%	172	3.0%	146	2.8%	400	2.2%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	101	1.4%	36	0.6%	0	0.0%	137	0.8%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	44	0.8%	0	0.0%	44	0.2%
School AV	0	0.0%	40	0.7%	0	0.0%	40	0.2%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	1	0.0%	119	2.1%	0	0.0%	120	0.7%
Staff	1222	16.7%	1055	18.5%	456	8.7%	2733	15.0%
Walking books	41	0.6%	0	0.0%	3	0.1%	44	0.2%
YA 12-17	19	0.3%	37	0.6%	9	0.2%	65	3.2%
YA-AV	293	4.0%	188	3.3%	99	1.9%	580	3.2%
Total	7311		5696		5228		18235	
All items borrowed by nonresidents	183	2.5%	292	5.1%	146	2.8%	621	3.4%

R10

Jasper County Public Library

Infectious Disease & Illness Prevention Plan

The Jasper County Public Library (JCPL) strives to ensure its operations and workplace are safe and healthy for employees and non-employees alike. The exact manner and methods we use to accomplish that broad goal necessarily vary based on various dynamic factors, such as staffing and attendance levels, available resources, and public health situations in the community. This Plan is based on information and experience gathered throughout the COVID-19 pandemic and is intended to serve as a framework for general or "normal" operations that can be adjusted and/or "scaled" as needed during future emergent public health scenarios. This Plan updates and supersedes all versions of JCPL's previous COVID Mitigation protocols. Like those prior measures, this Plan is intended to *supplement* public health authority guidance and/or executive order(s) that may be in place from time to time, and – if any aspect of this Plan ever conflicts with such guidance or orders – those governmental regulations will supersede and control over this Plan.

JCPL expects all employees to adhere to its health and safety initiatives and instructions, whether set forth in this Plan or elsewhere, and failure to do so may lead to disciplinary action. This Plan does not alter the at-will nature of JCPL employment.

Questions or suggestions should be directed to the Business Office or the Director.

1 Ongoing Standards and Expectations

1.1 Employee Responsibilities for Monitoring Individual Health & Wellness

1.1.1 All employees are responsible for monitoring how they feel and remaining alert to potential signs or symptoms of illness (whether related to a specific/current public health situation like COVID-19 or otherwise). This is an ongoing obligation and specifically includes a conscious assessment immediately prior to each time an employee reports to work at a JCPL facility. By commencing work at any JCPL site, each employee is representing that he or she has self-assessed and are not currently experiencing symptoms of an infectious disease/illness.

1.1.2 If an employee does not feel well – for any reason – the employee must: (a) isolate and/or distance themselves from others as much as practical; (b) notify their supervisor immediately; and (c) follow their supervisor's instructions with respect to staying at work or returning home. Employees who leave work because they do not feel well should not return to work unless they are fever free for at least 24 hours (without the use of fever reducing medication) and any other applicable symptoms have resolved. In addition, if applicable, employees should follow any longer period of isolation recommended by their medical provider.

1.1.3 Employees who have had "close contact" with others under circumstances for which public health authorities recommend a period of quarantine and/or isolation must stay or return home and notify their supervisor immediately.

1.2 Environmental Cleaning and Disinfecting

1.2.1 Janitors remain responsible for the daily cleaning and disinfecting of the library generally. All other employees are responsible for cleaning and disinfecting their respective work areas and /or shared work areas, supplies, and equipment in accordance with management's instructions.

1.2.2 Handwashing and other good hygienic practice signage will be posted in appropriate locations.

1.2.3 Soap and paper towel will continue to be available at all sinks, including public restrooms, for handwashing.

1.2.4 Hand sanitizer will be made available for staff and patrons as supplies allow.

1.3 Personal Hygiene and Workplace Etiquette

1.3.1 Employees should regularly and thoroughly wash hands using soap and water (or sanitizer, when soap/water is not readily available). In particular, handwashing should take place:

   a. Before using a co-worker's desk, phone, or workspace;

   b. after moving materials between co-workers and patrons;

   c. after processing the book drop;

   d. after touching the mouth, nose, or eyes; and

   e. before and after eating.

1.3.2 Employees are expected to practice consistent respiratory etiquette (*e.g.*, sneeze or cough into the shoulder or inside elbow whenever possible, facial tissue if not possible, and into hands only as a last resort, always followed by prompt hand-washing and any other appropriate clean-up).

1.3.3 Avoid/minimize the use of co-workers desks, phones, or workspaces.

1.4 Vaccinations

JCPL strongly encourages all who can safely do so to be vaccinated as recommended by federal, state, and/or local public health authorities. We urge each individual employee to make their own informed decisions, in consultation with their chosen health care provider(s).

2 Situation-Specific Responses

2.1 First Principles

JCPL will follow applicable public health authority guidelines for specific situations such as pandemics, community spread, or other infections disease/illness scenarios. Management will strive to – and encourages everyone else to likewise – be flexible, patient, and gracious with each other, our patrons, and all those with whom we interact during those inherently uncertain and anxious times.

2.2 Tailored Strategies

In addition to the above general principles, and to the extent consistent with applicable law, the library may institute any combination of strategies and approaches it determines appropriate to prevent and/or minimize the impact of specific infectious disease/illness outbreaks. Management may rely on procedures and/or standards from prior versions of JCPL's mitigation plan(s) as appropriate. Examples of steps that may be taken include (but are not limited to):

2.2.1 Required screening for pandemic-illness-related symptoms prior to entering the library/workplace

2.2.2 Social/physical distancing requirements, including protective barriers and/or markings to route and space foot traffic, queues, etc.

2.2.3 Reductions in hours or services

2.2.4 Occupancy/staffing limits, staggered shifts, and/or reassignments

2.2.5 Enhanced disinfecting/cleaning protocols for maintenance

2.2.6 Enhanced disinfecting/cleaning protocols for non-maintenance employees

2.2.7 Use of masks/face coverings or other personal protective equipment

2.2.8 Enhanced isolation/quarantine and return-to-work protocols. In particular, and particularly where the CDC or state or local health authorities have issued recommendations for particular illness(es) or symptoms, management may institute particular requirements and timelines for returning to work after actual or potential illness and/or close contacts.

Adopted April 11, 2022

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __11th____ DAY OF _____April_____________, 2022.

NAY	AYE
	Darrell L. Peterson
	Mark Herring
	Julie Davidson
	Janett Kingman
	Janet Umlauf

ATTEST: Janet Umlauf

Secretary of the Jasper County Public Library Board

FILED

APR 12 2022

Donya D. Jordan

Auditor, Jasper Co.

Director's Report
March 2022

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

General Business:

Building Insurance Bids: Every three years the library board designates an insurance company to handle library building insurance for the following three years. Our insurance agent, Stace Pickering, will present bids to the board at our April meeting. **A board vote is required to designate the insurance company.**

DeMotte Library Parking Lot Project Update: Architect Harry Mohler will be present to provide an update on our parking lot project.

Annual Impacts - Report by DeMotte Branch Manager & Children's Specialist: Shannon Heldak & Autumn Fagenbaum will present their Annual Impact Reports at the April Board meeting, reporting on adult and youth services.

Advance Tax Draw: To ensure that we receive tax money just as soon as it is available for distribution, we should request an advance tax draw. **You need to pass a resolution to approve requesting an advance tax draw.**

Infectious Disease & Illness Prevention Plan: A new plan has been drafted, an Infectious Disease & Illness Prevention Plan that, if adopted, will update and supersede all versions of our COVID Mitigation protocols. Currently, due to COVID 19 we are conducting a symptom screen with staff when they call off due to illness. Once this new plan is adopted, we will no longer do that. Please see R 10. This plan has been written in collaboration and consultation with our employment law attorney in consideration of CDC, ADA, and EEOC guidelines. It is the necessary next step to ensure that our operations and workplace are safe and healthy for employees and non-employees alike moving forward. In essence this plan explains that employees should monitor their own health, let us know when they are sick (so that we know what is going on at a general level) and stay home when they are sick. I recommend that the board adopt this plan. **A Board vote is required**.

Our Personnel Policy is up for review in April. I will present recommendations for revision to the board at our May board meeting instead of April.

Report on JCPL Volunteers: In 2018 a board member asked how the board might acknowledge/thank library volunteers. At that time, I reported to the board that each library has their own way to thank library volunteers. Past practice has included: Wheatfield puts volunteer names in the paper and has a pizza party; DeMotte has a pizza party for teens, writes thank-you notes, gets gifts, verbal thank-yous; Rensselaer has a pizza party for teens, thank-yous and small tokens are given, coffee tea & chocolates are made available during People Count

Week; DeMotte and Wheatfield provide a thank-you breakfast and carry in for the Friends when they decorate for the holidays and take the decorations down. Thank-you notes/letters from a board member would be welcomed. I suggested a volunteer report to the board presented annually in April, and the board agreed this would be welcomed. I am working on a list to distribute at our April meeting. This list will help you be better aware of who volunteers so that you can thank them in person when you see them or write thank-you notes if you wish.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Janet Umlauf, chair of the director's evaluation committee. Janet will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Mark Heinig and Julie Davidson also serve on this committee.

Director's Report

There are no updates to the Salary Ordinance this month.

National Library Week is being celebrated April 3-9. The theme for this year is "Connect with Your Library." I did a radio spot for WLQI and provided numerous examples of how to get connected with your library. I also explained that, thanks to the Friends of the Library, we are once again giving away 'We Love our Library' yard signs, inviting radio listeners to stop by the library and pick up a free sign to proudly display in their yard. We have done a lot of promotion on social media, too. Tuesday was National Library Worker's Day, so we shared pictures of staff members who wanted to participate in a photo collage. We have received a lot of engagement from that post.

Our parking lot project is moving right along and is creating quite a buzz in our community. We shared our first time-lapse video last weekend, and it has been viewed hundreds of times. DeMotte Rotary invited me to make a presentation to their club on April 11 to talk about the project and share other library news. Shannon will co-present with me. Jasper County Soil & Water saw the news on social media and sent me an email to compliment us on the project. They also encouraged us to reach out to them if we needed their help with anything. Harry has scheduled regular jobsite meetings with Hamstra to discuss progress. The first one will be April 11.

The Wheatfield Library meeting room will be used as a Vote Center location for the Primary Election on May 3 and the General Election on November 8.

Children's Librarians have been hard at work on Summer Reading plans. We are finalizing contracts with presenters and ordering supplies and prizes. We have applied for an REMC Grant. Any funds awarded would be used to purchase prizes.

I viewed two webinars this month and found both very valuable: Indiana 211 and Libraries and Material and Program Challenges in the Public Library. We invited the presenter for the Indiana 211 webinar to present virtually at our September Staff Development Day. Learning about this important Indiana resource will be valuable for staff professionally and personally.

System Administrator News

Sheila reports, "Regarding cybersecurity awareness and protection, I emailed staff to be extra careful and gave ideas of what to be on the lookout for. I looked up a list of Russian software/hardware companies to see if we do business with any of them after Indiana Executive Order 22-08 was released. I don't believe we have or use any software/hardware from Russia. Per an email from "Indiana Information Sharing and Analysis Center ", I turned on Country-blocking in the Firewall - I first turned blocking OFF in all continents, then I specifically blocked all traffic to/from the following: Russia, Iran, Ukraine, North Korea, China, Turkey, Belarus, Venezuela, and the Netherlands. Email Phishing and Cyber Security was a most excellent and timely presentation by Brian Johnson of AVC Technology (he sells and manages our business office software). He had excellent visuals and content. I was on the fence about having a monthly tech topic on Cyber Security, but after this presentation, I am making our April Tech Topic on Cyber Security."

Technical Services News

Becky reports, "Kim and I attended Overdrive Training. It seems like nothing is going to change on our end, since we will still be ordering as we used to do. It does seem that we will no longer be ordering "Consortium Carts," as that will be done on the Consortium Level. We held the Children's Automatically Yours meeting via Zoom. It went well, and we've updated all the lists on the Baker & Taylor website and in the binders for Technical Services. On the 28th, we upgraded to the latest release 47 from TLC. The main purpose of this change was cyber security on our hosted server."

DeMotte Library News

Shannon reports, "We held an "Easter egg hunt" contest using the Community Connections. We had 32 entries and 6 children got the number correct. We noticed more of our CCs were taken, so this contest was a success! Autumn and I have worked closely to come up with an exciting and inviting 30th birthday party for the DeMotte Library. We will be having an open house style party on Friday, August 5th. We will decorate with balloons and streamers. We'll have individually packaged cookies and mini water bottles to give out. Additionally, we are inviting the public to create pieces of artwork using the prompt, "What adventures has the library inspired you to take?" We will be giving out a variety of canvas sizes for patrons to use, but we also invite them to make other types of art. The artwork will be on display throughout the month of August, and we hope to give off the vibe of a gallery, encouraging patrons to walk around the entire library."

Rensselaer Library News

Linda shared this entry from Rensselaer Library's geocache log: **Log:** 03/05/2022 Well a nice almost spring like day. I enjoyed the caches as the snow was gone and aside from a few damp logs the caches were in place. Several nice people and a LEO stopped and asked if I needed assistance. One guy who I think just wanted to talk provided a long narrative about this area of Indiana. Towards the end he said that he had lost his wife two weeks ago and of course I offered my condolences. Then he smiled and said he lost her because her husband finally came and got her! We had a hardy laugh about his bit of deception. All in all a good caching day. PeoriaBill [:D]

Wheatfield Library News

Evie reports, "I created a JCPL shirt design that staff are able to purchase if they would like. Adult programming staff held two book discussions and a windchime craft. Other projects in the works include another Nerf Night, a Gnome Home craft, and Alice in Wonderland Escape Room. I participated in another LEAP webinar, and Carolynn did a webinar called "Harness the Power of Science." Alicia has been doing a great job in her new role as Youth Services Assistant. She and Rachael have been working well together in planning programs and keeping up with the popular to-go craft kits. This month's Lego program had its highest attendance since we've started (19 kids). Rachael visited the Wheatfield Elementary classes and was asked by the Wheatfield Elementary School principal to attend a school board meeting being held there to share about how the library and school collaborate!"

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet. - Patty

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JCPL FINANCIAL STATEMENT
March 31, 2022

	Beginning 2022 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,181,439.75	$178,871.35	$555,418.18	$59,644.67	$176,682.49	$802,704.06
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$65.00	$65.00
Gift Fund	$24,901.20	$736.41	$1,583.82	$4,574.59	$7,719.59	$31,036.97
DeMotte	$8,960.54	$107.80	$344.30	$450.00	$3,075.00	$11,691.24
Rensselaer	$13,449.69	$525.08	$649.11	$3,624.59	$3,924.59	$16,725.17
Wheatfield	$2,490.97	$103.53	$590.41	$500.00	$720.00	$2,620.56
Library Improvement Reserve Fund	$232,465.52	$0.00	$0.00	$19.75	$57.32	$232,522.84
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,270,969.90	$6,798.60	$6,798.60	$408.57	$803.80	$2,264,975.10
Includes Investments of: $2,109,593.62						
Broadband Connectivity Grant Fund	$0.00	$1,782.00	$5,346.00	$0.00	$18,656.33	$13,310.33
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$50.94	$0.00	$27.32	$35.16	$59.75	$83.37
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$108.15	$108.15	$0.00	$0.00	($108.15)
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$7,787.21	$25,419.52	$7,787.21	$25,419.52	$0.00
FICA Tax Collected	$0.00	$7,966.79	$24,812.34	$7,966.79	$24,812.34	$0.00
State Tax Collected	$0.00	$3,614.66	$11,228.44	$3,614.66	$11,228.44	$0.00
County Tax Collected	$0.00	$2,737.61	$8,550.92	$2,737.61	$8,550.92	$0.00
INPRS	$0.00	$2,976.73	$9,295.94	$2,976.73	$9,295.94	$0.00
Deferred Comp Plan	$0.00	$2,690.00	$8,420.00	$2,690.00	$8,420.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,419.59	$10,449.77	$3,419.62	$10,449.86	$0.09
Life Insurance	$0.00	$337.60	$1,051.96	$338.62	$1,053.02	$1.06
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,713,240.21	$219,826.70	$668,510.96	$96,213.98	$303,274.32	$3,348,003.57

F2

Bank Balances

Jasper County Public Library

Report as of: **3/31/22**

	Bank	
1	Alliance Bank	$1,238,139.95
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,109,593.62
	Total all banks =	**$3,348,003.57**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$166.95	Jan-22
								$202.07	Feb-22
								$395.05	Mar-22

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$764.07**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **3/1/22** ***To*** **3/31/22**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$83,595.00	$0.00	$83,595.00	$6,966.26	$20,797.38	$62,797.62	75.1
1.12 SALARY OF ASSISTANTS	$1,227,154.00	$0.00	$1,227,154.00	$93,275.08	$293,175.59	$933,978.41	76.1
1.13 WAGES OF JANITORS	$100,212.00	$0.00	$100,212.00	$6,570.87	$18,573.99	$81,638.01	81.5
1.21 EMPLOYER'S SHARE-FICA	$107,939.00	$0.00	$107,939.00	$7,966.79	$24,812.34	$83,126.66	77.0
1.22 UNEMPLOYMENT COMPENSATION	$2,462.00	$0.00	$2,462.00	$0.00	$205.44	$2,256.56	91.7
1.23 EMPLOYER'S CONTRIB.- PERF	$126,700.00	$0.00	$126,700.00	$9,822.59	$30,530.70	$96,169.30	75.9
1.24 EMPLOYER'S CONTRIB.- INS.	$173,581.00	$0.00	$173,581.00	$11,922.84	$35,701.62	$137,879.38	79.4
Subtotal	*$1,821,643.00*		$1,821,643.00	$136,524.43	$423,797.06	$1,397,845.94	76.7
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$8.16	$124.80	$375.20	75.0
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$609.57	$935.91	$6,064.09	86.6
2.21 CLEANING & SANITATION SUPPLIES	$8,000.00	$0.00	$8,000.00	$459.86	$872.91	$7,127.09	89.1
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$327.22	$544.96	$4,955.04	90.1
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$0.00	$750.00	100.0
2.41 LIBRARY SUPPLIES	$15,500.00	$0.00	$15,500.00	$4,999.84	$5,172.17	$10,327.83	66.6
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$6,404.65	$7,650.75	$32,099.25	80.8

3. Other Services and Charge

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$6,000.00	$0.00	$6,000.00	$264.00	$2,013.00	$3,987.00	66.5
3.14 OTHER PROFESSIONAL SERVICES	$5,400.00	$0.00	$5,400.00	$49.07	$121.71	$5,278.29	97.7
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$359.88	$2,592.13	$27,507.87	91.4
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$3,250.00	$9,625.00	$21,875.00	69.4
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,078.41	$3,233.07	$10,766.93	76.9
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$11.35	$11.35	$1,988.65	99.4
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$788.81	$2,212.03	$17,787.97	88.9
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$74.54	$144.54	$8,855.46	98.4
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$102.37	$167.09	$1,632.91	90.7
3.26 NETWORKING	$84,956.00	$0.00	$84,956.00	$1,027.21	$3,828.44	$81,127.56	95.5
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$213.60	$213.60	$586.40	73.3
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$0.00	$29,000.00	100.0
3.51 GAS	$25,000.00	$0.00	$25,000.00	$2,249.53	$6,751.46	$18,248.54	73.0
3.52 ELECTRICITY	$130,000.00	$0.00	$130,000.00	$6,718.52	$20,864.09	$109,135.91	84.0
3.53 WATER	$3,500.00	$0.00	$3,500.00	$285.27	$783.43	$2,716.57	77.6
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$612.88	$1,828.02	$6,171.98	77.1
3.61 BUILDING & STRUCTURES	$120,000.00	$0.00	$120,000.00	$3,442.05	$8,262.20	$111,737.80	93.1
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$350.00	$0.00	$350.00	$115.80	$197.63	$152.37	43.5
3.91 DUES	$2,600.00	$0.00	$2,600.00	$50.00	$1,673.54	$926.46	35.6
3.93 TAXES & ASSESSMENTS	$1,200.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00	100.0
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$110,044.00	$0.00	$110,044.00	$1,097.65	$32,771.75	$77,272.25	70.2
Subtotal	*$690,170.00*		$690,170.00	$21,790.94	$97,594.08	$592,575.92	85.9
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$40,000.00	$0.00	$40,000.00	$448.00	$904.87	$39,095.13	97.7
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$9,417.35	$14,634.02	$135,365.98	90.2
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$191.50	$3,838.05	$12,661.95	76.7
4.53 NONPRINTED MATERIALS	$66,000.00	$0.00	$66,000.00	$4,094.48	$6,999.35	$59,000.65	89.4
Subtotal	*$272,500.00*		$272,500.00	$14,151.33	$26,376.29	$246,123.71	90.3
Grand Total	$2,824,063.00	$0.00	$2,824,063.00	$178,871.35	$555,418.18	$2,268,644.82	80.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **3/1/22** ***To*** **3/31/22**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$350.00	$350.00	$9,650.00	96.5
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$0.00	$0.00	$30,000.00	100.0
3.61 BUILDING & STRUCTURES	$720,657.00	$0.00	$720,657.00	$6,448.60	$6,448.60	$714,208.40	99.1
Subtotal	*$760,657.00*		$760,657.00	$6,798.60	$6,798.60	$753,858.40	99.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$100,000.00	$0.00	$100,000.00	$0.00	$0.00	$100,000.00	100.0
Subtotal	*$100,000.00*		$100,000.00	$0.00	$0.00	$100,000.00	100.0
Grand Total	$860,657.00	$0.00	$860,657.00	$6,798.60	$6,798.60	$853,858.40	99.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **3/1/22** ***To*** **3/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$5,346.00	($5,346.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$5,346.00	($5,346.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$5,346.00	($5,346.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3e

F3f

Appropriation Report for 281 ARP Grant Fund

Jasper County Public Library

Report Date: From **3/1/22** ***To*** **3/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.14 OTHER PROFESSIONAL SERVICES	$0.00	$0.00	$0.00	$95.00	$95.00	($95.00)	#Div/0!
3.22 POSTAGE	$0.00	$0.00	$0.00	$13.15	$13.15	($13.15)	#Div/0!
Subtotal	*$0.00*		$0.00	$108.15	$108.15	($108.15)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$108.15	$108.15	($108.15)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **3/1/22** ***To*** **3/31/22**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	130	PAYROLL	3/10/22	PAYROLL	$49,558.54
0	131	CHRISTINA SANDERS	3/10/22	Courier Mileage: 2/16 - 2/28/2022 (Conf #1115)	$253.89
0	132	GREAT-WEST RETIREMENT	3/10/22	Annuity withheld 3/10/22 payroll (Reference #980203553)	$1,345.00
0	133	INPRS fbo PERF	3/10/22	INPRS Contributions 3/10/22 Payroll	$6,018.49
0	134	IRS USA TAXPAYMENT	3/10/22	Federal Withholding, Medicare & FICA withheld 3/10/22 Payroll & Ins. (Acknowledgement # 54413361)	$10,909.55
0	135	TOWN OF DEMOTTE	3/10/22	Dem: Sewer & Water : February 2022 (Conf #1117)	$160.92
0	136	TOWN OF WHEATFIELD	3/10/22	WH: Sewer Service March 2022 (Conf #1116)	$77.35
38592	137	AARON'S LAWN CARE	3/14/22	DeM & Wh: Snow removal	$2,205.00
38593	138	ACE HARDWARE	3/14/22	Maintenance supplies: hacksaw, silicone lube, grease, door hold kick-downs	$37.85
38594	139	A. E. BOYCE COMPANY, INC.	3/14/22	W-2 forms, envelopes	$8.16
38595	140	AMAZON CAPITAL SERVICES	3/14/22	Books, janitorial & library supplies	$284.64
38596	141	ANTHEM BLUE CROSS BLUE	3/14/22	Health insurance premiums- March 2022	$14,262.08
38597	142	ANTHEM LIFE	3/14/22	Life insurance premiums- March 2022	$116.34
38598	143	APPLIED IMAGING	3/14/22	Quarterly maintenance agreement on patron copiers	$929.14
38599	144	BAKER & TAYLOR	3/14/22	Books, Continuations, AV, Auto. Yours	$10,340.24
38600	145	BAKER & TAYLOR ENTERTAIN	3/14/22	AV	$1,468.71
38601	146	BARNES & NOBLE, INC	3/14/22	Books	$30.58
38602	147	BUSINESS CARD	3/14/22	Postage, background checks, Adobe Creative Cloud renewal, Amazon Web Services credits for file storage, rubber stamps, PO Box renewal, Storywalk Field Trip expenses, Gnome Home program supplies, sympathy cards, children's supplies, Summer Reading supplies, Wind Chime program supplies	$953.02
38603	148	CAPITAL ONE	3/14/22	Walmart: Valentine kids program supplies, Winter afterschool program supplies, Adult Card program supplies, Watercolor program supplies, Cricut supplies, STEM program supplies, Board Meeting refreshments, children's supplies	$283.54
38604	149	CAPITAL ONE TRADE CREDIT	3/14/22	Curb paint	$5.99
38605	150	CENTURYLINK	3/14/22	Rens: Fax line- March 2022	$60.01
38606	151	COLONIAL CLEANERS	3/14/22	DeM: Laundry	$16.43
38607	152	CULLIGAN WATER CONDITIO	3/14/22	Wh: Water Cooler Rental- February 2022; 5-gallon drinking water- 5	$60.55
38608	153	DELTA DENTAL	3/14/22	Dental insurance premiums- March 2022	$455.56
38609	154	DONNA BARKO	3/14/22	Mileage 1/20-3/4/22	$84.47
38610	155	EDWARD P. DUMAS	3/14/22	Legal Assistance: DeMotte parking lot project	$350.00
38611	156	ENA SERVICES LLC	3/14/22	Internet Service- February 2022	$1,782.00
38612	157	FINDAWAY WORLD, LLC	3/14/22	Wonderbooks, Playaways, Launchpads	$1,328.08
38613	158	GAYLORD BROS., INC.	3/14/22	Archival photo boxes	$51.36
38614	159	ICC BUSINESS PRODUCTS	3/14/22	Toilet bowl mops, pen refill, chairmats, plastic comb bindings, clear presentation covers	$274.61
38615	160	INDIANA GROCERY GROUP, L	3/14/22	Children's program supplies	$10.37
38616	161	INDIANA WASTE SERVICE	3/14/22	DeM & Wh: Trash pick-up March 2022	$158.76
38617	162	KAPCO	3/14/22	Polyester corners, polyester repair tape, polyester wings, poly covers	$204.10
38618	163	KANKAKEE VALLEY PUBLISHI	3/14/22	Annual Financial Report legal ad	$213.60
38619	164	KROOSWYK PLUMBING, HEAT	3/14/22	DeM: Backflow test	$110.00
38620	165	MICHAEL R. ANDERSON	3/14/22	Rens: Snow removal	$299.00
38621	166	MIDDLEBURY PUBLIC LIBRAR	3/14/22	2022 NICCL dues	$50.00
38622	167	MIDWEST TAPE	3/14/22	AV	$373.65

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38623	168	NIMBO IP LLC	3/14/22	Monthly Managed Service- February 2022	$815.00
38624	169	NIPSCO	3/14/22	DeM & Wh: Gas & electric service 1/31-3/2/22	$5,877.98
38625	170	NITCO	3/14/22	DeM: Local phone service- March 2022	$137.77
38626	171	OVERDRIVE, INC.	3/14/22	IDDC Maintenance Fee for February 2022, Deposit on Account for Future Content Purchases	$250.00
38627	172	PATTY STRINGFELLOW	3/14/22	Mileage 2/9-3/1/22	$51.48
38628	173	PRECISION CONTROL SYSTE	3/14/22	DeM: HVAC repair	$691.05
38629	174	ROEING CORPORATION	3/14/22	PCIe card, BTI replacement battery	$448.00
38630	175	SUNRISE PACKAGING	3/14/22	Audiobook cases	$359.64
38631	176	ULINE	3/14/22	DVD cases, replacement bag for janitor cart	$493.71
38632	177	UNIQUE	3/14/22	Collections: Initial/Secondary Placements- February 2022	$98.45
38633	178	VSP INSURANCE CO. (CT)	3/14/22	Vision insurance premiums- March 2022	$190.88
38634	179	CENTURYLINK	3/14/22	Wh: Fax line March 2022	$65.63
38635	180	DEMCO INC	3/14/22	Library supplies	$1,778.56
38636	181	GRAINGER	3/14/22	Air filters, bottle filler filter cartridge, batteries	$266.20
38637	182	HAMSTRA BUILDERS, INC.	3/14/22	DeM: Parking Lot Project progress	$6,448.60
38638	183	KROGER GARDIS & REGAS, L	3/14/22	Legal Assistance: Personnel Matters	$264.00
38639	184	MICHAEL R. ANDERSON	3/14/22	Rens: Snow removal 3/11/22	$137.00
38640	185	MIDWEST TAPE	3/14/22	Audiobook sleeves	$1,277.97
38641	186	OFFICE DEPOT	3/14/22	Library, office, janitorial, & maintenance supplies	$1,018.11
38642	187	OVERDRIVE, INC.	3/14/22	Participation in the Indiana Digital Library (IDL) consortium March 2022 - February 2023, future consortium content	$3,000.00
38643	188	POST-TRIBUNE	3/14/22	DeM & Rens: Newspaper subscriptions Acct# 44365252	$191.50
38644	189	QUILL LLC	3/14/22	Janitorial, office, library, & maintenance supplies	$334.73
38645	190	RCHS YEARBOOK	3/14/22	2018-2021 Rensselaer Central High School Yearbooks	$260.00
0	191	PAYROLL	3/25/22	PAYROLL	$57,253.67
0	192	ALLIANCE BANK	3/25/22	Direct Deposit Fees - February 2022	$36.30
0	193	CHRISTINA SANDERS	3/25/22	Courier Mileage: 3/1 - 3/15/2022 (Conf #1118)	$398.97
0	194	CITY OF RENSSELAER	3/25/22	Rens: Utilities: 02/07 - 03/07/22 (Conf #151276286)	$3,544.44
0	195	GREAT-WEST RETIREMENT	3/25/22	Annuity withheld 3/25/22 payroll (Reference #983419245)	$1,345.00
0	196	INDIANA DEPARTMENT OF RE	3/25/22	State & County Taxes withheld March 2022 Payrolls (Conf #0-006-903-702)	$6,352.27
0	197	INPRS fbo PERF	3/25/22	INPRS Contributions 3/25/22 Payroll	$6,780.83
0	198	IRS USA TAXPAYMENT	3/25/22	Federal Withholding, Medicare & FICA withheld 3/25/22 Payroll & Ins. (Acknowledgement # 34437723)	$12,811.24
0	199	AFLAC	3/25/22	Supplemental Insurance March 2022 (Conf #1119)	$655.17
0	200	T-MOBILE	3/25/22	Hotspot Data Service 212 - 3/11/22 (Conf #1120)	$1,027.21
0	201	ALLIANCE BANK	3/31/22	Positive Pay Fee- March 2022	$15.00
0	202	SQUARE, INC	3/31/22	Merchant Processing Fees- March 2022	$18.76

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$219,826.70**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, April 5, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $219,826.70

Date this 11th **day of** April **,20**22.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
March 31, 2022

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$1,279.56	$2,185.11
DeMotte	$235.09	$503.39		
Rensselaer	$741.86	$1,261.23		
Wheatfield	$302.61	$420.49		
PHOTOCOPIES:			$706.20	$2,144.50
DeMotte	$226.55	$650.25		
Rensselaer	$351.45	$1,160.05		
Wheatfield	$128.20	$334.20		
INTEREST (Checking, Repurchase, CDs):			$78.03	$254.58
TAXES:			$57,078.58	$171,235.74
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
LIT Certified Shares	$57,078.58	$171,235.74		
TAXABLE SALES:-			$2.30	$3.57
REFUNDS:			$500.00	$858.99
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$500.00	$850.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$8.99		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$59,644.67**	**$176,682.49**
PLAC FUND:			$0.00	$65.00
GIFT FUNDS:			$4,574.59	$7,719.59
DeMotte	$450.00	$3,075.00		
Rensselaer	$3,624.59	$3,924.59		
Wheatfield	$500.00	$720.00		
LIB. IMPROV. RESERVE FUND:			$19.75	$57.32
Interest Earned	$19.75	$57.32		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$408.57	$803.80
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$408.57	$803.80		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,656.33
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$35.16	$59.75
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$64,682.74**	**$204,044.28**

F5b

WITHHOLDING ACCOUNT FUNDS:			$31,531.24	$99,230.04
FIT Tax Collected	$7,787.21	$25,419.52		
FICA Collected	$7,966.79	$24,812.34		
State Tax Collected	$3,614.66	$11,228.44		
County Tax Collected	$2,737.61	$8,550.92		
INPRS	$2,976.73	$9,295.94		
Deferred Comp Plan	$2,690.00	$8,420.00		
Pre-tax Insurance Plan	$3,419.62	$10,449.86		
Life Insurance	$338.62	$1,053.02		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$96,213.98**	**$303,274.32**

F6a

Voucher List

Jasper County Public Library

Report Date: From **4/1/22** *To* **4/11/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
38646	203	ACE HARDWARE	4/11/22	Wind Chime program supplies, pine 1x4x4 , motion sensor light switch,, nuts/bolts/nails	$40.37
38647	204	ANTHEM BLUE CROSS BLUE S	4/11/22	Health insurance premiums- April 2022	$11,587.94
38648	205	ANTHEM LIFE	4/11/22	Life insurance premiums- April 2022	$78.75
38649	206	BETTER CONTAINERS MFG. C	4/11/22	Love My Library bags	$121.62
38650	207	BUSINESS CARD	4/11/22	Library supplies, We Love Our Library yard signs, Zoom annual subscription, background check	$1,634.70
38651	208	CAPITAL ONE	4/11/22	Walmart: Library, maintenance, & janitorial supplies	$202.19
38652	209	CAPITAL ONE TRADE CREDIT	4/11/22	Kem's Hardware: Maintenance supplies	$37.84
38653	210	COLLABORATIVE SUMMER LIB	4/11/22	Staff Summer Reading t-shirts	$113.90
38654	211	CULLIGAN WATER CONDITIO	4/11/22	Wh: Water Cooler Rental- March 2022	$13.80
38655	212	DELTA DENTAL	4/11/22	Dental insurance premiums- April 2022	$520.64
38656	213	INDIANA STATE LIBRARY	4/11/22	PLAC Sales, 1st quarter 2022 (#068155)	$65.00
38657	214	KANKAKEE VALLEY HIGH SCH	4/11/22	2022 Yearbook	$80.00
38658	215	KAPCO	4/11/22	Library supplies	$260.58
38659	216	KIRBY RISK CORPORATION	4/11/22	LED bulbs, fluorescent lampholders	$80.84
38660	217	NEILE TRAINOR	4/11/22	Mileage 12/29/21-3/30/22	$65.40
38661	218	NEW ALBANY-FLOYD COUNTY	4/11/22	Lost SRCS item #33110008146837	$15.99
38662	219	NIMBO IP LLC	4/11/22	Monthly Managed Service- March 2022	$815.00
38663	220	NIPSCO	4/11/22	DeM & Wh: Gas & electric service 3/2-3/31/22	$5,840.37
38664	221	NITCO	4/11/22	DeM: Local phone service- April 2022	$137.26
38665	222	POSTMASTER	4/11/22	Stamps	$287.60
38666	223	ROEING CORPORATION	4/11/22	Tech Maintenance Support - 2nd Installment 2022; Pick Roller S1300, S133i	$6,275.00
38667	224	STEVE'S SPECIALIZED SERVI	4/11/22	Laundry	$40.00
38668	225	TRUGREEN PROCESSING CE	4/11/22	Wh: Ornamental Bed Weed Control	$342.88
38669	226	UNIVERSAL ADVERTISING AS	4/11/22	Ad on Jasper County map	$190.00
38670	227	VSP INSURANCE CO. (CT)	4/11/22	Vision insurance premiums- April 2022	$167.02
0	228	PAYROLL	4/8/22	PAYROLL	$59,576.69
38671	229	A. E. BOYCE COMPANY, INC.	4/11/22	Vendor Checks	$287.07
38672	230	AMAZON CAPITAL SERVICES	4/11/22	Books, Time Lapse Camera & accessories	$1,112.64
38673	231	BAKER & TAYLOR	4/11/22	Books, Continuations, AV, Auto. Yours	$11,537.10
38674	232	BAKER & TAYLOR ENTERTAIN	4/11/22	AV	$3,035.80
38675	233	CREATIVE PRODUCT SOURCE	4/11/22	Summer Reading prizes	$310.26
38676	234	ENA SERVICES LLC	4/11/22	Internet Service- March 2022	$1,782.00
38677	235	FINDAWAY WORLD, LLC	4/11/22	Wonderbooks, Playaways, Launchpads	$413.93
38678	236	INDIANA GROCERY GROUP, L	4/11/22	Train Show refreshments, Fortnite Nerf War program refreshments	$136.25
38679	237	INDIANA WASTE SERVICE	4/11/22	DeM & Wh: Trash pick-up April 2022	$158.76
38680	238	JASPER COUNTY TREASURE	4/11/22	DeM & Wh: Tax bill for ditch	$418.00
38681	239	KONE, INC.	4/11/22	DeM: Elevator maintenance agreement 4/1-6/30/22	$498.33
38682	240	KROOSWYK PLUMBING, HEAT	4/11/22	Wh: Rebuild Wilkins 375 Backflow 1 1/4" to 2" full rebuild kit; 2" backflow test	$1,410.00
38683	241	MIDWEST TAPE	4/11/22	Hoopla: advance digital payment; AV	$4,155.40
38684	242	OFFICE DEPOT	4/11/22	Janitorial & office supplies	$383.21
38685	243	QUILL LLC	4/11/22	Copy paper	$309.80
38686	244	UNIQUE	4/11/22	Collections: Initial/Secondary Placements- March 2022	$134.25

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$114,674.18**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 11, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $114,674.18

Date this 11th **day of** April **,20**22.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

M
A
Y

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 9, 2022, 6pm
Rensselaer Public Library

Executive Session: To discuss an employee job performance evaluation. (IC 5-14-1.5-6.1).

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of April Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policies for Review (R 10, R 26)
Workshop Request (R 26)

General Business

Oath of Office – Mark Heinig (R 27)	Action
DeMotte Parking Lot Project Update (R 27)	Information
Director's Report (R 26 – R 30)	Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **April 11, 2022**
Jasper County Public Library Board of Trustees **DeMotte Library**
6:00 PM

Present: Kevin Kaluf, Janet Umlauf, Janelle Harper, Julie Davidson, Mark Heinig, Janett Kingman, Patricia Stringfellow, Rayann Gilmore, Shannon Heldak, Autumn Fagenbaum, Harry Mohler, Stace Pickering
Absent: Kristie Housman

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the March Board Meeting Minutes and bills/financial reports were approved as presented on a motion by M. Heinig, seconded by J. Umlauf. Motion passed.

Building Insurance Bids: Our agent, Stace Pickering, presented five quotes for our building insurance from EMC/IPEP (our current carrier), Indiana Farmers, Bliss McKnight, HCC, and Astra. Quotes were requested from seven different companies, but two declined to bid. He explained the process for bidding out the library's insurance and went over the coverage included on the quotes. The quotes from EMC/IPEP, Indiana Farmers, and Bliss McKnight were the most competitive. EMC/IPEP and Bliss McKnight both specialize in insuring public entities while Indiana Farmers insures everything from commercial to personal policies. Stace recommended staying with EMC/IPEP; their increase was 1.5%, they added virus & hacking coverage this year, their coverage on some of the additional coverages is higher, they're known to us, and rates have remained stable. The current premium is $24,538 and the new premium is $24,902. Bliss McKnight quoted a lower premium by $154 but offers no blanket over the property coverage, no umbrella over the liability, and no cyber. Indiana Farmers quoted a higher premium by $843 and had lower coverage in some areas. Stace also explained there is cost savings of approximately $1600 if we switch to a $5000 deductible. Our current deductible is $1000 and has been for years. He wanted the Board to be aware of the savings if they wished to change the deductible. M. Heinig moved to accept EMC/Downey's quote for building insurance with the $1000 deductible, seconded by K. Kaluf. Motion passed.

DeMotte Library Parking Lot Project Update: Architect, Harry Mohler, shared they had a contractor meeting today. The grading is done for the dry creek and the parking lot. Conduit has been put in for the parking lot lights. The next step will be asphalt. They walked the story walk today and discussed positioning of the panels and moving some of them slightly to make sure none are on the town's easement. The story walk will be focused on the front/west side and south sides of the library building. Initially plans were for the story walk to go around all sided of the building but after library staff visited multiple story walks it was decided to focus our story walk on the more pedestrian friendly sides of the building. Making this change means that we will not need a planned concrete sidewalk added on the east side. That will free up some funds to go toward adding a gravel/stone walkway for the story walk. The contractor expressed concern with tree roots heaving the existing asphalt trail, so the plan is to move it over a little further from the trees. They will meet again in a month or so to walk the area and review panel positions further.

S. Heldak plahyed the time lapse video for the first two weeks of the project and explained about the time lapse camera equipment and placement. She downloads the video twice a week. We will continue to add video throughout the project and share with the public.

Annual Impacts – Report by DeMotte Branch Manager & Children's Specialist: S. Heldak, DeMotte Branch Manager, shared several new programs and partnerships with local businesses over the past year. Judi's Bloomers did a succulent gardening class, and we are excited to work with Judi again for a porch planter in June. Dan Perkins from Perkins Good Earth Farm gave a great presentation on getting your garden started. We hope to work with Dan again in the fall to get your garden ready for winter. Carmen from Purdue Extension gave a presentation on keeping your brain healthy and how that can help as you age. Several craft programs were huge hits. Before we could do programs in the building, we offered adult take & make kits for macrame keychains, paracord bracelets, autumn wreaths, and wooden snowman crafts. We take great pride in the displays we have for patrons. We want them to be informative (when possible) but also entertaining. Patrons come in for books or movies, but displays are a bonus they might not expect. From the Indiana Historical Society, we had Who Is a Hoosier, which one teacher gave extra credit to students that came and took photos of it. From the 9/11 Memorial and Museum, we had September 11, 2001: The Day that Changed the World. Neile worked with a patron to display WW2 items in honor of Veteran's Day. A patron said it was such a good display and reminded them of one they'd see in a museum. S. Heldak explained she's been working on the Story Walk project that is happening with the parking lot, participating in a field trip to see other libraries' story walks in person and doing research to learn more about them. She is very excited that we are able to bring this to our patrons and community. She has also been helping with the time lapse camera to capture the construction on the parking lot project. This is another project that has been educational and fun to be a part of.

A. Fagenbaum, DeMotte Children's Specialist, shared she began her new position just as Summer Reading was getting started last year. It was the 'Summer of Come Back' as we were able to host more programs again, mostly outside. New connections were formed through programming with the local parks. We had some new presenters with Humane Indiana bringing in the largest numbers of patrons. Their program featured native wildlife such as possums and owls. The kids were excited to see the animals! We tried to bring in some interactive programming on a small budget. We built a giant cardboard castle that was all the rave! This inspired our Candy Cane Lane in December. Families used these opportunities for photos as well as play areas. Some new programs have been started this year. We've had two interactive movie programs during which we watch a movie, and the kids do a certain movement or say a certain phrase at different time in the movie. The first program only had two participants but the most recent had 19 attendees! Anime Club launched in September and has tripled in size starting with four and now we have a consistent 13 participants! We held a Fortnite Battle Royal (aka Family Nerf War) in March which pulled in 58 participants! Later this year for Summer Reading we will have a Noah's Ark Workshop which is a Build-A-Bear style experience. The Friends have agreed to sponsor this new program.

Advance Tax Draw: To receive tax revenue as early as possible an Advance Tax Draw request must be made to the County Auditor. The request is valid for 30 days. J. Harper made a motion to request an advanced draw, seconded by J. Umlauf. Motion passed.

Infectious Disease & Illness Prevention Plan: A new plan has been drafted, an Infectious Disease & Illness Prevention Plan that, if adopted, will update and supersede all versions of our COVID Mitigation protocols. Currently, due to COVID-19 we are conducting a symptom screen with staff when they call off due to illness. Once this new plan is adopted, we will no longer do that. This plan has been written in collaboration and consultation with our employment law attorney in consideration of CDC, ADA, and EEOC guidelines. It the necessary next step to ensure that our operations and workplace are safe and healthy for employees and non-employees alike moving forward. In essence this plan explains that employees should monitor their own health, let us know when they are sick (so that we know what is going on at a general level) and stay home when they are sick. We recommend that the board adopt this plan. J. Kingman moved to adopt the Infectious Disease & Illness Prevention Plan as presented, seconded by K. Kaluf. Motion passed.

Report of JCPL Volunteers: The annual report of Jasper County Public Library Volunteers was distributed to the Board indicating names of volunteers and number of hours they volunteer.

Director Review: P. Stringfellow passed out packets to each Board member containing her self-evaluation and an evaluation form for the Board member to complete. The evaluation forms should be completed and mailed to the chairperson, J. Umlauf, by April 25. The committee will meet and prepare a written evaluation before the May meeting. At the May meeting the evaluation will be discussed by the whole Board and then presented to P. Stringfellow in an executive session. J. Davidson and M. Heinig also serve on this committee.

Director's Report: P. Stringfellow shared an ARPA Grant update. We have received some files back to review. The images are nice and clear. Everything is looking good! We continue to work on getting more microfilm reels ready to ship. Wheatfield Library will be a voting center for the primary on May 3 and the General Election on November 8.

Adjournment: With no further matters for discussion M. Heinig moved to adjourn the meeting at 7:03 PM, seconded by J. Kingman.

Janet Umlauf
Janet Umlauf, Secretary

Julie Davidson
Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
April 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	26	0	2	28
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	31	3	2	36
Blu-Ray (DBR)	120	13	6	139
Books on CD (DBKCD)	40	8	0	48
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	63	3	2	68
Digital Audiobooks (DDA)	12	1	0	13
DVD (DDVD)	768	117	49	934
Equipment (DEQP)	42	0	0	42
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	322	22	11	355
Fiction Fantasy (DFICF)	1	3	0	4
Fiction Inspirational (DFICI)	69	0	2	71
Fiction Mystery (DFICM)	61	7	2	70
Fiction New (DFICNEW)	330	16	23	369
Fiction Science Fiction (DFICSF)	7	0	1	8
Fiction Western (DFICW)	0	0	1	1
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	18	3	0	21
Hanging Bags (DHANG)	31	1	0	32
Hotspots (DWIFI)	9	29	3	41
ILL (DILL)	19	0	0	19
Internet (DINTER)	424	0	0	424
Juv. Audio book (DJAUDB)	28	2	2	32
Juv. Biography (DJBIO)	76	0	1	77
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	48	1	0	49
Juv. Digital Device (DJDDP)	3	1	0	4
Juvenile Easy (DJE)	831	14	63	908
Juv. Easy Non-fiction (DJENF)	66	2	6	74
Juv. Easy Reader (DJER)	223	6	34	263
Juv. Easy Reader NF (DJERN)	8	2	1	11
Juv. Fiction (DJFIC)	512	18	23	553
Juv. Graphic Novel (DJGN)	145	0	7	152
Juv. Holiday books (DJHOL)	36	1	3	40
Juv. Launchpads (DPTAB)	3	0	0	3
Juv. Magazine (DJMAG)	17	0	2	19
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	302	10	39	351
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	6	0	0	6
Juv. Toddler (DJTOD)	149	3	21	173
Large Print Fiction (DLPF)	75	7	9	91
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	62	2	7	71
Large Print Nonfic (DLPNF)	1	0	0	1
Large Print Western (DLPW)	0	1	0	1
Magazine (DMAG)	257	0	7	264
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	0	1	5
Nonfiction 100 (DNF100)	14	3	3	20
Nonfiction 200 (DNF200)	20	2	4	26
Nonfiction 300 (DNF300)	32	2	1	35
Nonfiction 400 (DNF400)	0	1	0	1
Nonfiction 500 (DNF500)	12	3	2	17
Nonfiction 600 (DNF600)	124	10	20	154
Nonfiction 700 (DNF700)	30	1	5	36
Nonfiction 800 (DNF800)	9	0	6	15
Nonfiction 900 (DNF900)	22	2	7	31
Nonfiction Blu-Ray (DNFBR)	0	1	2	3
Nonfiction DVD (DNFDVD)	23	0	3	26
Nonfiction (DNFIC)	3	0	1	4
Nonfiction New (DNFNEW)	85	12	16	113
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	9	0	0	9
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	70	0	71
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	4	0	0	4
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	0	0	2
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	98	5	14	117
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	15	0	0	15
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	14	0	16
Blu-Ray (RBR)	3	194	5	202
Books on CD (RBKCD)	6	60	1	67
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	1	114	1	116
Digital Audiobooks (RDA)	0	8	0	8
DVD (RDVD)	27	1224	26	1277
Equipment (REQP)	0	4	0	4
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	21	388	8	417
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	26	278	12	316
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	3	81	0	84
Hanging Bag (RHANG)	0	57	0	57
Hotspots (RWIFI)	6	28	8	42
ILL (RILL)	0	20	0	20
Internet (RINTER)	0	275	0	275
Juv. Audio book (RJAUDB)	0	5	0	5
Juv. Biography (RJBIO)	4	4	2	10
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	17	3	20
Juv. Digital Device (RJDDP)	0	11	0	11
Juvenile Easy (RJE)	25	498	14	537
Juv. Easy Non-fiction (RJENF)	3	53	1	57
Juv. Easy Reader (RJER)	6	300	0	306
Juv. Easy Reader NF (RJERN)	10	53	0	63
Juv. Fiction (RJFIC)	23	258	17	298
Juv. Graphic Novel (RJGN)	8	146	3	157
Juv. Launchpads (RPTAB)	2	11		13
Juv. Magazine (RJMAG)	0	1	0	1
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	23	280	4	307
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	123	7	131
Large Print Fiction (RLPF)	1	110	5	116
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	3	131	0	134
Large Print Nonfic (RLPNF)	1	8	1	10
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	3	113	1	117
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	0	0	0
Non-Fiction 100 (RNF100)	6	10	1	17

Non-Fiction 200 (RNF200)	2	26	1	29
Non-Fiction 300 (RNF300)	14	30	4	48
Non-Fiction 400 (RNF400)	0	3	1	4
Non-Fiction 500 (RNF500)	4	16	2	22
Non-Fiction 600 (RNF600)	13	147	16	176
Non-Fiction 700 (RNF700)	10	30	0	40
Non-Fiction 800 (RNF800)	1	11	7	19
Non-Fiction 900 (RNF900)	5	21	8	34
Nonfiction Blu-Ray (RNFBR)	0	5	0	5
Nonfiction DVD (RNFDVD)	2	47	3	52
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	16	131	42	189
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	4	0	4
Professional Coll. (RPRO)	0	8	0	8
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	3	0	4
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	37	5	3	45
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	2	1	28	31
STEAM Kits (RSTEAM)	0	5	0	5
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	3	0	3
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	8	58	7	73
YA Music CD (RYACD)	0	23	0	23
YA Nonfiction (RYANF)	0	2	0	2
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	2	8	10
Blu-Ray (WBR)	4	0	163	167
Books on CD (WBKCD)	3	19	66	88
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	0	3	109	112
Digital Audiobooks (WDA)	0	1	3	4
DVD (WDVD)	38	40	824	902
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	18	8	140	166
Fiction Fantasy (WFICF)	3	1	19	23
Fiction Inspirational (WFICI)	37	1	37	75
Fiction Mystery (WFICM)	8	1	60	69

Fiction New (WFICNEW)	31	13	111	155
Fiction Science Fiction (WFICSF)	2	1	5	8
Fiction Western (WFICW)	0	0	3	3
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	8	26	34
Hanging Bags (WHANG)	0	1	42	43
Hotspots (WWIFI)	2	42	8	52
ILL (WILL)	0	2	14	16
Internet (WINTER)	0	0	189	189
Juv. Audio book (WJAUDB)	1	2	14	17
Juv. Biography (WJBIO)	2	0	20	22
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	2	2
Juv. Digital Device (WJDDP)	0	0	5	5
Juvenile Easy (WJE)	29	10	348	387
Juv. Easy Non-fiction (WJENF)	3	2	81	86
Juv. Easy Reader (WJER)	9	6	205	220
Juv. Easy Reader NF (WJERN)	0	0	5	5
Juv. Fiction (WJFIC)	63	20	294	377
Juv. Graphic Novel (WJGN)	23	0	120	143
Juv. Launchpads (WPTAB)	2	0	4	6
Juv. Magazine (WJMAG)	0	0	51	51
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	21	8	193	222
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	16	1	192	209
Large Print Fiction (WLPF)	12	8	47	67
Large Print Inspirational (WLPI)	0	1	1	2
Large Print Mystery (WLPM)	1	0	13	14
Large Print New (WLPN)	11	1	90	102
Large Print Nonfic (WLPNF)	2	1	14	17
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	13	0	32	45
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	1	2	9	12
Non-Fiction 200 (WNF200)	0	0	7	7
Non-Fiction 300 (WNF300)	1	0	26	27
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	0	2	6	8
Non-Fiction 600 (WNF600)	15	14	71	100
Non-Fiction 700 (WNF700)	12	0	15	27
Non-Fiction 800 (WNF800)	0	0	4	4
Non-Fiction 900 (WNF900)	4	2	21	27
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	6	1	59	66
Nonfiction (WNFIC)	0	0	4	4
Nonfiction New (WNFNEW)	11	9	73	93
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	7	7
Reference (WREF)	0	0	1	1
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	1	8	9
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	2	0	0	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	10	14	65	89
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	0	6	8
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	6499	6113	4603	17215

CIRCULATION BY HOLDINGS CODE
April 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	26	0	2	28
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	33	19	10	62
Blu-Ray (BR)	127	213	176	516
Books on CD (BKCD)	49	87	67	203
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	64	120	112	296
Digital Audiobooks (DA)	12	10	3	25
DVD (DVD)	833	1381	899	3113
Equipment (EQP)	42	4	0	46
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	361	418	159	938
Fiction Fantasy (FICF)	4	4	19	27
Fiction Inspirational (FICI)	106	1	39	146
Fiction Mystery (FICM)	69	8	62	139
Fiction New (FICNEW)	387	307	146	840
Fiction Science Fiction (FICSF)	9	1	6	16
Fiction Western (FICW)	0	0	4	4

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	21	92	26	139
Hanging Bags (HANG)	31	59	42	132
Hotspots (WIFI)	17	99	19	135
ILL (ILL)	19	22	14	55
Internet (INTR)	424	275	189	888
Juv. Audio book (JAUDB)	29	9	16	54
Juv. Biography (JBIO)	82	4	23	109
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	48	18	5	71
Juv. Digital Device (JDDP)	3	12	5	20
Juvenile Easy (JE)	885	522	425	1832
Juv. Easy Non-Fiction (JENF)	72	**57**	88	217
Juv. Easy Reader (JER)	238	312	239	789
Juv. Easy Reader NF (JERN)	18	55	6	79
Juv. Fiction (JFIC)	598	296	334	1228
Juv. Graphic Novel (JGN)	176	146	123	445
Juv. Holiday (JHOL)	36	1	3	40
Juv. Launchpads (PTAB)	7	11	4	22
Juv. Magazine (JMAG)	17	1	53	71
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	346	298	236	880
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	6	0	0	6
Juv. Toddler (JTOD)	166	127	220	513
Large Print Fiction (LPF)	88	125	61	274
Large Print Inspirational (LPI)	0	1	1	2
Large Print Mystery (LPM)	1	0	13	14
Large Print New (LPN)	76	134	97	307
Large Print Nonfic (LPNF)	4	9	15	28
Large Print Western (LPW)	0	1	0	1
Magazine (MAG)	273	113	40	426
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	0	5	9
Non-Fiction 100 (NF100)	21	15	13	49
Non-Fiction 200 (NF200)	22	28	12	62
Non-Fiction 300 (NF300)	47	32	31	110
Non-Fiction 400 (NF400)	0	4	3	7
Non-Fiction 500 (NF500)	16	21	10	47
Non-Fiction 600 (NF600)	152	171	107	430
Non-Fiction 700 (NF700)	52	31	20	103
Non-Fiction 800 (NF800)	10	11	17	38
Non-Fiction 900 (NF900)	31	25	36	92
Non-Fiction Blu-Ray (NFBR)	0	6	2	8
Non-Fiction DVD (NFDVD)	31	48	65	144
Nonfiction (NFIC)	3	0	5	8
Nonfiction New (NFNEW)	112	152	131	395
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	1	0	2
Professional Coll. (PROF)	0	8	0	8

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	2	4	7	13
Reference (REF)	19	41	16	76
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	3	0	13
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	37	5	3	45
SRCS (From other libraries Ill-SRC	1	70	0	71
SRCS (SRCSW) Wheatfield	2	1	28	31
STEAM Kits (STEAM)	4	6	8	18
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	4	3	0	7
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	2	0	0	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	116	77	86	279
YA Music CD (YACD)	0	23	0	23
YA Nonfiction (YANF)	17	2	6	25
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	0	0	0
				0
Free reads	123	119	73	315
Games/Puzzles	122	0	25	147
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6765	6279	4710	17754

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1224	1119	680	3023
Nonfiction	556	593	445	1594
CHILDREN'S BOOKS				
Fiction	2107	1458	1349	4914
Nonfiction	542	360	350	1252
YA BOOKS				
Fiction	137	169	112	418
Nonfiction	18	2	6	26
Preloaded Dig Dev, Child	7	11	4	22
Magazines, Adult	273	113	40	426
Magazines, Children	17	1	53	71
Sound Recordings, adult	131	220	182	533
Sound Recordings, ch	108	109	63	280
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	40	76	31	147
STEAM Kits	4	6	8	18

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	993	1652	1149	3794
Equipment	59	103	19	181
Total	6216	5992	4491	16699
A-V Circulation	1232	1981	1394	4607
A-V Circulation as % of total	19.8%	33.1%	31.0%	27.6%

CIRCULATION STATISTICS
April 2022

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	106	351	**1,224**	121	72	**1,119**	73	278	**680**	**3,023**
Nonfiction	51	5	**556**	89	0	**593**	44	1	**445**	**1,594**
CHILDREN'S BKS										
Fiction	58	5	**2,107**	87	6	**1,458**	65	2	**1,349**	**4,914**
Nonfiction	30	1	**542**	21	0	**360**	14	3	**350**	**1,252**
YA BOOKS										
Fiction	15	0	**137**	19	0	**169**	15	3	**112**	**418**
Nonfiction	1	0	**18**	0	0	**2**	0	0	**6**	**26**
Preloaded Dig Dev	1	0	**7**	0	0	**11**	0	0	**4**	**22**
Magazines,Adult	0	0	**273**	0	0	**113**	0	0	**40**	**426**
Magazines, Child	0	0	**17**	0	0	**1**	0	0	**53**	**71**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	22	0	**131**	9	3	**220**	30	3	**182**	**533**
Sound Rec/Child	3	0	**108**	15	0	**109**	0	0	**63**	**280**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**40**	0	0	**76**	0	0	**31**	**147**
STEAM Kits	0	0	**4**	3	0	**6**	0	0	**8**	**18**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	49	1	**993**	46	0	**1,652**	53	2	**1,149**	**3,794**
Equipment	0	0	**59**	0	0	**103**	0	0	**19**	**181**
TOTAL	336	363	**6,216**	410	81	**5,992**	294	292	**4,491**	**16,699**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	86,203	78,825	61,318
Circulation Increase/Decrease	**0.1%**	**18.1%**	**21.1%**

MONTHLY SYSTEM STATISTICS	2021	2022	% change
Current month's Circulation	14,987	16,699	11.4%
Jan. to date circulation	62,845	67,776	7.8%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,166	24,921	16,803	16,852	15,872	15,667	**Fiction**
19,941	19,987	19,412	19,501	8,467	8,510	**Nonfiction**
						CHILDREN'S BKS
16,252	16,305	14,900	14,981	13,592	13,655	**Fiction**
9,564	9,593	6,462	6,483	6,713	6,724	**Nonfiction**
						YA BOOKS
2,460	2,475	3,376	3,395	3,633	3,645	**Fiction**
663	664	345	345	78	78	**Nonfiction**
8	9	14	14	19	19	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,746	3,768	880	886	4,925	4,952	**Sound Rec/Adult**
665	668	4,201	4,216	826	826	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-61	-61	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	9	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,496	7,544	11,371	11,417	7,092	7,143	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
86,230	86,203	78,496	78,825	61,316	61,318	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
April 2022

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	244	53	183	40	300	65	727	158
LOCAL HISTORY								
In person	5	1	5	1	1	0	11	3
Letters written	17	17	10	10	0	0	27	27
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	424	18	275	11	189	8	888	37
Internet use-Wireless	720		1350		570		2640	
VCR Use	0	0	0	0	0	0	0	0
Microforms	6	1	50	7	0	0	56	7
Public FAX24	35		18		37		90	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	17	6	1	0	18	6
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	16		7		2		25	
Outreach activities	15	15	0	0	3	2	18	12
Meeting Room Use (no. of group	43	14	44	15	13	4	100	33
Study room use	48	4	60	5	37	3	145	12
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	70	1	3	0	11	0	84	1
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							3307	
IN-HOUSE USE ITEMS	243		300		71		614	
SELF-CHECKOUT USE	13		195		86		294	
INTERLIBRARY LOANS								
Requests made for:	20	5	41	10	19	5	80	20
Items rec'd for:	19	10	41	21	16	8	76	38
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	5980	10318	3733	20031
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	207	426	100	733
Number of New Patrons Added	27	33	24	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	10	60	13	78	10	60	33	198
Number attending	146		165		472		783	
YA Programs (14-17)	3	18	1	6	0	0	4	24
Number attending	26		9		0		35	
Adult Programs	3	18	8	48	4	24	15	90
Number attending	23		45		32		100	
Senior Citizen Programs	1	6	0	0	0	0	1	6
Number attending	2		0		0		2	
Total Number of Programs	**17**	102	**22**	132	**14**	84	**53**	318
Total Persons Attending	**197**		**219**		**504**		**920**	
Total Attending Same Month Last Yr.	5		29		17		51	
Total Staff Hours Spent		240		257		180	677	672
Total Number of In-House Progran	**14**		**22**		**10**		**46**	
Total Attendance	**129**		**219**		**135**		**483**	
Total Number of Outreach Progran	**3**		**0**		**4**		**7**	
Total Attendance	**68**		**0**		**369**		**437**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4241	67.1%	3498	58.7%	3298	73.1%	11037	65.7%
Corporate	1	0.0%	0	0.0%	2	0.0%	3	0.0%
Juvenile 0-11	63	1.0%	207	3.5%	53	1.2%	323	1.9%
Juvenile-AV	474	7.5%	491	8.2%	596	13.2%	1561	9.3%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	171	2.7%	207	3.5%	123	2.7%	501	3.0%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	71	1.1%	10	0.2%	0	0.0%	81	0.5%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	9	0.2%	9	0.1%
School	0	0.0%	53	0.9%	0	0.0%	53	0.3%
School AV	0	0.0%	35	0.6%	0	0.0%	35	0.2%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	100	1.7%	0	0.0%	100	0.6%
Staff	985	15.6%	1181	19.8%	345	7.6%	2511	15.0%
Walking books	32	0.5%	0	0.0%	0	0.0%	32	0.2%
YA 12-17	41	0.6%	28	0.5%	14	0.3%	83	2.7%
YA-AV	241	3.8%	147	2.5%	72	1.6%	460	2.7%
Total	6320		5957		4512		16789	
All items borrowed by nonresidents	242	3.8%	305	5.1%	132	2.9%	679	4.0%

Salary Ordinance 2022
Updated 5/9/22

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Jennifer Arney	Janitor	$12.06	5/2/22	15	R

We have hired Jennifer Arney as Rensselaer Janitor, replacing Staci Pack who resigned from this position. Staci has retained her Rensselaer Page position.

We have examined and approved the changes to the 2022 Jasper County Public Library Salary Ordinance. Dated 5/9/22.

Janell L. Harper
Mark Heinig
Julie Davidson

Janett Kingman

R10

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.

2. The **Board of Directors** of the Jasper County Public Library will hereinafter be referred to as **"The Board"**.

3. The **Jasper County Public Library** will hereinafter be referred to as **"JCPL"** or the library.

4. **Certified** employees are defined as any employees holding or qualifying for any of the 6 Indiana Library Certification levels.

5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the 6 Indiana Library Certification levels.

6. A **work week** is defined as Sunday through Saturday.

7. **Overtime** is defined as any time worked over 40 hours per work week.

8. The first 6 months of employment is considered a training/orientation period when a new employee and the library are closely evaluating the new employment relationship. Both during the training period and after successful completion of that period, employment remains at-will, and employees must satisfactorily demonstrate the ability to perform ~~his/her~~ their job duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or ~~his/her~~ their designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.

2. JCPL is an Equal Opportunity employer ~~and selection of employees is based solely on merit~~.

3. All employees are employees at will and can be terminated at any time without notice.

4. JCPL shall observe Indiana Library State Certification requirements.

5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

~~SALARIES~~ COMPENSATION

1. ~~This salary policy~~ Compensation will be reviewed annually to ~~determine whether~~ ensure the library's classification/compensation plan optimally and fairly reflects the kind and level of positions needed to effectively operate the library and ~~whether~~ that salary ranges ~~are still~~ remain fair and ~~equitable~~ supportable in light of available resources. ~~Salary obligations~~ Compensation decisions made by the Board or by the Director are contingent upon sufficient revenues of the Library.

2. The Board is responsible for determining the amount of money to be budgeted for ~~salaries~~ compensation and setting the ~~salary~~ compensation of the Director.

3. The Director is responsible for determining the job classification and ~~salary amounts~~ compensation for each employee subject to board review.

4. **~~Explanation of Salary~~ Plan Summary**

    4.1. Employees will be paid no less than the minimum ~~salary in~~ compensation for their classification.

    4.2. Pages, Clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent ~~salary~~ per hour increase with a satisfactory 3 month evaluation. This also applies to employees promoted to Clerk and Library Assistant I positions. This does not apply to employees making lateral moves or moving down a classification.

    All new employees will be evaluated after 6 months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, Clerks and Library Assistant I's will receive another 10 cent ~~salary~~ per hour increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to Clerk and Library Assistant I positions (not applicable to employees making lateral moves or moving down a classification). Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

    All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

4.3 A new employee or newly promoted employee who has not completed ~~his/her~~ their first full year in their position by January 1 will receive the first % increase as determined by the board beginning with the pay period following the anniversary date of ~~his/her~~ their 1 year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.4 the following January, if ~~s/he has~~ they have worked ~~more than~~ 3 months and less than 8 months at ~~his/her~~ their 1 year ~~salary~~ compensation rate. If the employee has worked less than 3 months at ~~his/her~~ their 1 year ~~salary~~ compensation rate, ~~s/he~~ they remain~~s~~ at the present rate until the following January. If the employee has worked 8 months or more at their one year ~~salary~~ compensation rate, ~~s/he~~ they will be eligible for the full % increase determined by the board as per 4.4.

Pages will be eligible for ½ of the increase as per the ~~salary~~ compensation schedule the following January, if ~~s/he has~~ they worked ~~more than~~ 3 months and less than 8 months at ~~his/her~~ their 1 year ~~salary~~ compensation rate. If the employee has worked less than 3 months at ~~his/her~~ their 1 year ~~salary~~ compensation rate, ~~s/he~~ they remain~~s~~ at the present rate until the following January.

4.4 If eligible, an employee's annual ~~salary~~ rate of compensation will increase each year by an amount or percentage as determined by the board, except for those in the "Page" classification. Page ~~salaries are~~ compensation is detailed in the ~~Salary~~ Compensation Schedule Chart, below.

4.5 Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. **Work Performance**

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. Raises will be implemented when a satisfactory rating is received, and effective with the next pay period.

6. **~~Salary~~ Compensation Schedule**

Minimums will increase at a rate of ½ ~~of~~ the annual ~~salary~~ increase to adjust for inflation each January in odd numbered years.

Compression adjustments will be applied to the ~~salary~~ compensation schedule in accordance with federally mandated minimum wage increases.

Minimum ~~salary~~ compensation for the page position will increase as required by federal law.

Jasper County Public Library
~~Salary~~ Compensation Schedule (eff 1/1/~~2019~~ 2021)

Classification	**Minimum**	**Classification**	**Minimum**
Clerk	$~~10.12~~ $10.22/hr	**Business Manager**	$~~16.71~~ $16.88/hr
Library Assistant I	~~$10.74~~ $10.85/hr	**Librarian 1**	~~$17.07~~ $17.24/hr
Library Assistant II	~~$12.69~~ $12.82/hr	**Librarian 2**	~~$17.74~~ $17.92/hr
Library Specialist I	~~$13.04~~ $13.17/hr	**Librarian 3**	~~$19.80~~ $20.00/hr
Library Specialist II	~~$15.81~~ $15.97/hr	**Systems Administrator**	~~$19.80~~ $20.00/hr
Library/HR Specialist III	~~$16.09~~ $16.25/hr	**Janitor / Courier**	~~$11.94~~ $12.06/hr
		Maintenance	~~$13.53~~ $13.67/hr

	Minimum	**One year**	**2 yrs**	**3 yrs**	**4 yrs**
Page	$7.25/hr	$7.55/hr	$7.85/hr	$8.15/hr	$8.45/hr

7. **Interim Services**

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, ~~s/he~~ they will receive additional pay as determined by the Director for the time in which ~~s/he~~ they serve~~s~~ in an interim capacity.

8. **~~Salary~~ Compensation Classifications**

Page: Must be at least 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school diploma or equivalent. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: High school diploma or equivalent. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: High school diploma or equivalent with 2 years college* or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college* or 5 years of library experience ~~and continuing education or special technical expertise in a specific area of library operation~~. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: 5 years experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III: 2 years of college* or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

~~**Youth Services Specialist:** Bachelor's Degree and 2 years of experience working with children; responsible for Youth Services~~

Business Manager: 2 years of college* or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: High school diploma or equivalent preferred. Responsible for cleaning and light maintenance of library building.

Maintenance: High school diploma or equivalent. Responsible for maintenance of library building.

Courier: High school diploma or equivalent. Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification, LC4. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification, LC3. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification, LC3. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification LC2. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

*2 years college: total credits earned must equal 4 full-time semesters (48 credit hours or more)

9. Changing Classifications

9.1. Moving from 1 classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

9.2. When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

9.3. Upon promotion, an employee's ~~salary~~ compensation shall ~~immediately~~ be raised to a minimum of 50 cents per hour above ~~his/her~~ their present rate.

9.4. Compensation of employees who move to a position in a lower classification will be adjusted commensurate with their new role.

BENEFITS

1. **Employees qualified for benefits**: Except as specifically stated otherwise in individual policies or associated plan documents, Sections 2 through 8 below apply to ~~persons~~ employees working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. **Sick Pay**

2.1. A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work per week divided by 5.

2.2. Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 39 hours per week will receive paid sick days on a prorated basis.

2.3. Sick pay may accumulate to a maximum of 96 days.

2.4. Sick pay may be used in case of illness and medical appointments of the employee or ~~a~~ any relative~~, as defined in other policies or by law, living~~ residing in the employee's household who also meets the definition of a spouse, child, or parent as those terms are defined under the FMLA.

2.5. 5 days of an employee's paid sick days per year may also be used for the care of a ~~(step) parent or (step) child not~~ relative not living in the employee's household who also meets the definition of a spouse, child, or parent as those terms are defined under the FMLA. The Library reserves the right to request verifying documentation.

2.6. Employees working 24-40 hours per week, who are absent 5 or more working days, must have a doctor's release to return to work. Employees working 23 hours or less per week, who are absent for 3 or more working days, must have a doctor's release to return to work.

2.7. Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.

2.8. Employee should notify supervisor of ~~his/her~~ their desire to use paid sick days 30 days in advance for a foreseeable medical reason.

2.9. Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.

2.10. Unused sick days will not be paid out upon separation of employment for any reason.

2.11. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals/memorial services.

3. Holidays

3.1. Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

3.2. An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3. An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.

3.4. If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the month.

4. Vacations

4.1. ~~Schedule~~ Summary of earned vacation credit

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by 5.

4.1.1. Director, HQ Librarian~~s I, II, III~~, Branch Manager, TS Librarian, Business Manager, Youth Services Librarian/Specialist and Systems Administrator

A. HQ Librarian, Branch Manager, TS Librarian, Business Manager, Youth Services Librarian/Specialist, or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay
5-9 years' service - 2 days per month with pay
10+ years' service – 2.5 days per month with pay

B. Director

0-9 years' service - 2 days per month with pay
10+ years' service – 2.5 days per month with pay

4.1.2. Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay
5-9 years' service - 1.5 days per month with pay
10+ years' service - 2 days per month with pay

4.1.3. Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay
10+ years' service - 1.5 days per month with pay

4.2. **Regulations**

4.2.1. No employee may take vacation without approval of the Director, Supervisor, or ~~his/her~~ their designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2. Vacation time is accrued from the first day of employment in an eligible position.

4.2.3. During the first partial year of employment, all vacation time is prorated.

4.2.4. Vacation time is credited after completion of the new employee's 6 month training/orientation period AND receiving a satisfactory performance evaluation.

4.2.5. Any employee who has successfully completed ~~his/her~~ their orientation period and leaves before the end of any year will be paid in a lump sum for unused vacation leave.

4.2.6. Vacation time accrued during 1 calendar year may be taken after the beginning of the following calendar year.

4.2.7. Vacation time should be used in no less than ½ day increments. Exceptions may be granted only under unique circumstances and on a limited basis with the approval of the supervisor.

4.2.8. Vacation time is not cumulative from 1 year to the next.

4.2.9. Vacation leave will not accrue during unpaid leaves of absences.

5. ~~Funeral~~ Bereavement leave

5.1 Staff members who qualify may have up to 3 paid working days (prorated for employees working 20-31 hours) at the time of death or funeral or memorial service ~~to arrange and attend a funeral or memorial service~~ of: (a) the employee's spouse; (b) the employee or spouse's: (step) child, (step) sibling, (step) grandparent, (step) grandchild or (step) parent; or (c) the spouse of any of the above.

5.2 Paid sick days may be used with special approval of the director for extended ~~funeral~~ bereavement leave for immediate family members as defined in the ~~funeral~~ bereavement section, and for other funerals/memorial services.

~~6. Paid Weather Days~~ Other Paid Time Off

6.1. **Weather Related Closings**: An excused absence with pay will be given by the Director or ~~his/her~~ their designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with ~~his/her~~ their sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, will be rescheduled as it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to ~~his/her~~ their usual workplace. Carpooling to the new location is expected when practical.

6.2. **Jury Duty**

6.2.1. The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to 8 hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, less any jury fees received.

Employees must present proof of the amount of jury pay received.

6.2.2. Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

6.3. **Exempt Employee Incentive Time:** Exempt employees may be required to work in excess of 8 hours on a given workday due to business needs. In those instances, the employee will receive Incentive Time in an amount equal to the amount of time in excess of 8 hours worked (rounded up to the nearest quarter hour). For instance, an exempt employee required to work 9 hours one day will receive 1 hour of Incentive Time. Non exempt employees are not eligible for and do not receive incentive time.

6.3.1. An eligible employee may accumulate a maximum of 80 hours of unused Incentive Time (the "cap"), after which, no further Incentive Time is earned unless and until the employee's balance falls below that "cap". Realizing that extenuating circumstances may occur, an eligible employee may exceed the "cap" in these instances and must update the Director in writing as soon as possible and no later than two days after exceeding the 80-hour cap.

6.3.2. Earned Incentive Time may be used as paid time off in minimum increments of ¼ hour at any time after it is earned. Director must be notified when Incentive Time in excess of two hours has or will be used.

6.3.3. Incentive Time is paid at the employee's base (non-overtime) rate of pay in effect when the incentive time is used.

6.3.4. Unused Incentive Time will not be "paid out" during employment (except when used as paid time during an absence), and unused Incentive Time is not paid out upon separation of employment for any reason.

7. Public Employee's Retirement Fund (PERF) aka Indiana Public Retirement System (INPRS)

7.1. Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director
Assistant Director
Librarian 3
Librarian 2
Librarian 1
Assistant Business Manager
Business Manager
Library Specialist
Library Assistant
Special Services Librarian
Systems Administrator

7.2. The employee's mandatory contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3. Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. Health/life insurance

8.1. The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2. The library will pay all but $1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. **Family and Medical Leave/Military Leave**

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. **Leave without pay**

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

11. **Workers Compensation**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

WORK RULES

1. **Meal time**

Each employee working 7 hours or more in one day may take at least 30 minutes up to 1 hour of their own time (i.e. unpaid) for lunch or supper. Nonexempt employees must clock out and in at the beginning and end, respectfully, of such breaks. Employees are expected to be completely relieved of duties during these breaks.

2. **Break time**

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of 3 ½ hours.

~~Employees under the age of 18, who are scheduled to work 6 or more consecutive hours must take a 30 minute break without interruption. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.~~

~~Because the Library is subject to the Fair Labor Standards Act the~~ The Library ~~must~~ will provide "~~a~~ reasonable break times" and a private area to employees for the purpose of expressing breast milk for up to one year after the employee's child's birth. Such breaks are typically unpaid. Please consult your supervisor with questions or to schedule such breaks. ~~The Library must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.~~

3. Overtime Guidelines

Non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

Nonexempt employees are never, under any circumstances, permitted to work "off the clock". All time work must be recorded accurately using the approved time keeping method for your department.

4. Meetings and conferences

4.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

4.2 All employees and Board members are encouraged to attend library related meetings and workshops. The Director may approve staff attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinars. Others must be approved by the Board. Additionally, each employee must obtain approval ~~of his/her~~ from their supervisor ~~and the Director~~ before registering for and attending such meetings and seeking expense reimbursements.

4.3 Time spent traveling to/from and attending meetings or conferences is considered work time. When attending all day meetings, 1 hour is unpaid lunch time, unless the meeting continues through the lunch hour.

4.4 To receive compensation for expenses incurred for any meeting, such as parking fees, tolls, and meals, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

5. Certification

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to ~~the~~ their position ~~he/she fills~~ and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position ~~he/she~~ they hold~~s~~. Consult the Indiana State Library Certification Manual for details. Each professional staff member must submit a copy of each LEU certificate received to the business office.

6. Travel

6.1 The library will pay reasonable meal, lodging, and transportation expenses related to official library business. Personal rewards programs should not be used for these expenses. The library does not pay for alcohol under any circumstances.

6.2 Official library business includes outreach activities, banking, recycling, post office, AV Shopping, Summer Reading shopping, supply shopping, document delivery, water testing, conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the 3 libraries of the Jasper County Public Library system.

6.3 Employees traveling on official library business may be reimbursed for meals when traveling outside of the library's service area.

6.4 Employees traveling on official library business may be reimbursed for mileage at the IRS approved rate. Reimbursement mileage should not include travel to and from the library board member's or employee's home and the library.

6.5 Employees traveling on official library business may be reimbursed for lodging and transportation expenses such as parking fees, tolls, cab fare, and air fare.

6.6 Claims for reimbursement must be completely itemized and supported by as many receipts as it is possible to obtain. JCPL expects the employee to exercise discretion and good business judgment with respect to those expenses and reserves the right to deny reimbursement for unreasonable or excessive costs. If in doubt about appropriate amounts, ask before spending. ~~; b~~ Be cost conscious and spend JCPL's money as carefully and judiciously as the individual would spend his or her own funds; and report expenses, supported by required documentation, as they were actually spent.

6.7 Keep smart phone/personal device use while driving to a minimum. Complete calls while the vehicle is parked and/or use the phone in a handsfree mode with a Bluetooth device, headset, or speaker. Even if engaging in such an otherwise permitted call, employees are at all times responsible for maintaining focus and composure while driving and must terminate any call if it becomes distracting for any reason. The Library strictly prohibits texting, reading, or sending emails while driving on library business. If you receive a citation from law enforcement for texting, reading, or sending emails while driving or are involved in an accident while engaging in texting, reading, or sending emails, you will be subject to discipline. ~~Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices.~~ Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

7. **Telecommuting**

Telecommuting arrangements will only be allowed at the discretion of the Director.

EMPLOYEE PERFORMANCE AND CONDUCT EXPECTATIONS

1. **Appropriate dress**

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

2. **Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

3. Discipline

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

4. Outside Employment

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting ~~the~~ JCPL's staffing needs ~~of JCPL~~ or performance and conduct expectations.

Adopted 10/93; revised 4/17; revised 4/22 (draft)

Director's Report
April 2022

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

2022 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2022 Salary Ordinance Update as presented.**

Policies for Review: No policies are scheduled for review in May; however, the Personnel Policy was on schedule for review in April, and we have completed our review. Revisions are recommended. Please see R 10. Many of the proposed revisions are to clarify language that was confusing to staff. We did make some significant changes in a few areas, which I will highlight: for exempt employees (salaried staff), we have renamed Comp Time to Incentive Time, implemented a cap, and explained that unused hours will not be paid out upon separation of employment. We want our managers to work overtime when they need to, but we do not want them to amass a large balance of incentive time or expect payment for their incentive time balances when they leave our employ. Additionally, non-exempt employees (hourly staff) will now be required to clock out and back in for their unpaid lunch or supper hours. We do not have a time clock, but staff will indicate their times in/out on their time sheet. It is important for this to be clearly noted in our records. We have added language that explains that unused sick days will not be paid out upon separation of employment for any reason. We have removed some language about break times for minors, which was previously required by Indiana law but is no longer in force. We have updated our guidance about smart phones and personal devices while driving, and we have updated the Salary Schedule to reflect the rates required by the policy. All of the proposed revisions highlighted in this document have been discussed with and/or reviewed by our employment law attorney. We think the end result will better serve staff and administration. **If you approve the Consent Agenda items, you will approve revisions to the Personnel Policy as presented.**

Workshop Request: I am requesting permission to register staff for virtual TLCU 2022, What's Next? Moving Libraries Forward, scheduled for November 1-3, 2022. TLC is our automated system and at this virtual event our staff will be able to network with fellow librarians and learn about software updates and future developments to our system. There will also be opportunities to discuss library needs with support staff. Money has been budgeted for registration fees, $299 for unlimited attendees. **If you approve the Consent Agenda items, you will approve registering staff for TLCU 2022.**

General Business

Oath of Office – Mark Heinig: Mark Heinig has been re-appointed to our library board by the Rensselaer Central School Board. Mark will take his oath of office at our May meeting.

DeMotte Parking Lot Project Update: I will provide an update at our May meeting.

Director's Report

Wheatfield Library served as a Voting Center for the first time on May 3 for the Primary Election. I asked Evie how it went. She reported, "It went well! They were great to work with. Donna Zandstra (a former clerk) was here working all day and communicated with us. We had a lot of non-users/non-regulars in the building, of course, and quite a few made their way in to see us also!" We are excited as this was the end result we were hoping for.

Jasper County Judge Potter contacted us in early April about a program the Indiana Bar Foundation is implementing, a Housing Kiosk Project. The Foundation is seeking qualified nonprofit, court, and law school partners to provide housing stability legal services that enable eligible households to maintain or obtain housing through eviction prevention and diversion services, mediation between landlords and tenants, and legal services related to eviction proceedings and maintaining housing stability. This two-year program will provide service in all 92 counties with emphasis on hard-to-reach and historically underserved populations. Judge Potter thought our library would be a wonderful location for a kiosk and asked if we would be interested. We looked at the program and agree with Judge Potter. We have applied for a kiosk. We have not yet received word that we will receive one, but we fully expect to get the go-ahead. The Foundation would provide the necessary equipment. We have the data drop and furniture needed for the equipment. We expect some patrons might need to make an occasional copy, and we would like to allow them to copy for free, an in- kind contribution from the library for this two-year program. If awarded a kiosk I will seek board permission to provide free copies.

Our Infectious Disease & Illness Prevention Plan has been implemented. I did receive a question about Plexiglass, would we be keeping it up? I asked department heads to speak with their staff at their monthly meeting and get their thoughts about the Plexiglass. In consideration of that the feedback we will keep the Plexiglass in place. We will not remove it at this time.

We are in dire need of river rock in the landscaped area at the Wheatfield Library. I tried to get a quote for this work last year, but my vendor was unable to quote due to lack of employees to do the work. I have been speaking with Jason who does our maintenance work at Wheatfield, and he feels that he can take care of this for us. To that end I have given him 48 additional maintenance hours to be used over the course of several weeks this summer to get the job done. The stone will come from DeMotte Decorative Stone.

We will match what we currently have, large river rock that compliments the building nicely. You will remember that the stone gets an orange tint after the high iron water hits it. Nothing we can do about that. We are used to it.

Evie is interested in creating a Sensory Garden for the Wheatfield Library. A sensory garden is a garden that has a collection of plants that are appealing to one or more of the five senses. Evie has had this idea for some time, and I am in full support as are the Friends of the Library who are interested in funding the project. Evie continues to hone her idea. When she has a firmer idea of the details, I will bring this idea to the board for approval since it would have a lasting impact on library operations.

We received an $800 Operation Round-Up Grant in support of Summer Reading prizes. Children's Librarian, Janice, wrote the grant in collaboration with our other Children's Librarians.

For National Library Week we celebrated virtually with wonderful Social Media engagement and a - Love Our Library- sign campaign. Signs were proudly displayed around our service area. We appreciate the Friends of the Library funding our campaign.

Donna Barko resigned her Human Resources Specialist position. Her last day with the library was April 29. Due to vacation time that must be paid out, we will not post an open position in the Business Office until June. We are currently evaluating this position and expect to make significant changes to the essential functions of the job description as we carefully consider the needs of the Business Office.

I continue to attend virtual meetings of the Franciscan Resistance Coalition. I enjoy meeting with other community leaders to meet coalition goals: create a healthier community, collaborate, and make health a shared value. We meet virtually every other month. In-person meetings are likely very soon.

We did receive a private message regarding our Nerf Night Programs. The person who sent the message is not a card holder, but they expressed, "mixed feelings about this with all the school massacres." We did respond to the message: *Hi Mary, I'm assuming you are referring to our Nerf Night programs. We strive to provide programs that are educational and entertaining for a variety of ages. Nerf night offers a fun, family event where everyone can enjoy themselves while playing with Nerf toys in the library. We do require everyone to have a permission slip signed. We have received great feedback from families that are enjoying spending time with other families in the community. We appreciate all feedback. Thank you.* We have not heard anything further from Mary. Attendance at our Nerf Night Programs at Wheatfield and DeMotte libraries has been strong. This program meets an expressed community need for inexpensive family programs.

System Administrator News

Sheila viewed a Cybersecurity webinar with Christopher Krebs (former director of CISA) in April. She reports, "When Chris (from Roeing) worked remotely on the 17th, he was trying to fix an intermittent issue we've had where previous staff continue to show up in our Outlook address book and new staff don't show up in our address book. He discovered errors on the Exchange server. He also found that our Exchange "certificate" was going to expire on the 22nd, and it should have been renewing itself. He began trying to fix this, but was unsuccessful, and mail stopped working on the 22nd. He worked all day and tried multiple paths to fix the issue. He was able to get another server to supply the certificate for now. Rather than spend any more time trying to fix our old server, we will begin migrating our Exchange email to the Microsoft 365 cloud email. I created a Tech Topic presentation on cyber security and presented to Tech Services and the Business Office. I incorporated the tech topic presentation into our Digital Literacy Niche Academy tutorial on email security."

Technical Services News

Becky reports, "We expressed to TLC our desire to upgrade to version 5.x. We have been given a Migration Specialist, Michele Weidman. I've received some documentation from her, which I've just begun looking over. Our next step is to schedule a meeting to discuss actions we need to take, and decisions that need to be made. Finally, I attended a ZOOM meeting of the Indiana TLC User's Group. Two TLC staff were to give us updates on the new version coming soon, and other TLC news."

DeMotte Library News

Shannon reports, "Autumn and I worked together to finalize the 30th Birthday art exhibit packet. We have an information sheet which gives details about what will and won't be accepted and dates to be aware of. We also created a form for patrons to sign when turning in the artwork. I'm really happy with the final product and hope we get a good turnout for this exhibit. Autumn and Karla have been working hard on summer reading prep. Autumn did a new program with clay having kids and adults create coil pots. We learned a lot from this program, like how messy it is! Everyone had a great time, though, and we plan to do more in the future. Autumn found a turning shelf unit in the L closet. We rearranged the YA room and are using the shelf for Manga, which is growing in popularity in large part due to Anime Club. Autumn and I talked about Story Time kits. We are going to discontinue using them at DeMotte. They haven't been checking out lately. They came about during the pandemic when we had limited visits in the library. Now that we are back to normal, they aren't needed.

Rensselaer Library News

Linda reports, "April was a good month for Saint A. classes to come. Head Start also got to finally come to the library this month and we are looking forward to seeing them next month too. The teens had a great time with the pour painting activity, and we had a good turnout. We gave away free books the first week in April for National Library week and we will give away free books in May for Children's Book Week. We gave out 44 trees for Arbor Day provided by Neighborhood Forest. We are busy planning school visits for Summer Reading. May should be a busy month with lots of fun activities and planning for Summer Reading."

Wheatfield Library News

Evie, the library's Chamber representative, reports, "I continue to work with the Wheatfield Chamber of Commerce – there have been a number of changes over the past year, including all new membership, officers, bylaws, etc. We are working on offering new opportunities in the community, as well as revamping the Sandhill Crane Festival. I was contacted by the member in charge of Wheatfield's Market in the park to see if the library would be the 'special guest' at the June 4th market to promote Summer Reading…I am excited to be able to represent the library and what we are currently offering for our patrons!"

Please contact me if you are unable to attend the May board meeting of if you have any questions about material in your packet. - Patty

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JCPL FINANCIAL STATEMENT
April 30, 2022

	Beginning 2022 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,181,439.75	**$189,397.58**	$744,815.76	**$59,044.60**	$235,727.09	**$672,351.08**
Public Library Access Card Fund	$0.00	**$65.00**	$65.00	**$0.00**	$65.00	**$0.00**
Gift Fund	$24,901.20	$2,284.12	$3,867.94	$3,522.87	$11,242.46	**$32,275.72**
DeMotte	$8,960.54	**$683.69**	$1,027.99	**$15.32**	$3,090.32	**$11,022.87**
Rensselaer	$13,449.69	**$1,135.97**	$1,785.08	**$1,648.30**	$5,572.89	**$17,237.50**
Wheatfield	$2,490.97	**$464.46**	$1,054.87	**$1,859.25**	$2,579.25	**$4,015.35**
Library Improvement Reserve Fund	$232,465.52	**$0.00**	$0.00	**$18.47**	$75.79	**$232,541.31**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,270,969.90	**$1,004.82**	$7,803.42	**$535.21**	$1,339.01	**$2,264,505.49**
Includes Investments of: **$2,110,116.52**						
Broadband Connectivity Grant Fund	$0.00	**$1,782.00**	$7,128.00	**$0.00**	$18,656.33	**$11,528.33**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$50.94	**$0.00**	$27.32	**$30.79**	$90.54	**$114.16**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
ARP Grant Fund	$0.00	**$0.00**	$108.15	**$0.00**	$0.00	**($108.15)**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$8,782.72**	$34,202.24	**$8,782.72**	$34,202.24	**$0.00**
FICA Tax Collected	$0.00	**$8,638.19**	$33,450.53	**$8,638.19**	$33,450.53	**$0.00**
State Tax Collected	$0.00	**$3,890.08**	$15,118.52	**$3,890.08**	$15,118.52	**$0.00**
County Tax Collected	$0.00	**$2,975.83**	$11,526.75	**$2,975.83**	$11,526.75	**$0.00**
INPRS	$0.00	**$3,206.25**	$12,502.19	**$3,206.25**	$12,502.19	**$0.00**
Deferred Comp Plan	$0.00	**$2,690.00**	$11,110.00	**$2,690.00**	$11,110.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,428.48**	$13,878.25	**$3,607.58**	$14,057.44	**$179.19**
Life Insurance	$0.00	**$337.60**	$1,389.56	**$337.62**	$1,390.64	**$1.08**
Garnishments	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,713,240.21**	**$228,482.67**	**$896,993.63**	**$97,280.21**	**$400,554.53**	**$3,216,801.11**

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Bank Balances

Jasper County Public Library

Report as of: **4/30/22**

	Bank	
1	Alliance Bank	$1,106,414.59
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,110,116.52
	Total all banks =	**$3,216,801.11**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$166.95	Jan-22
								$202.07	Feb-22
								$395.05	Mar-22
								$522.90	Apr-22

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$1,286.97**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **4/1/22** *To* **4/30/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$83,595.00	$0.00	$83,595.00	$6,966.26	$27,763.64	$55,831.36	66.8
1.12 SALARY OF ASSISTANTS	$1,227,154.00	$0.00	$1,227,154.00	$101,800.91	$394,976.50	$832,177.50	67.8
1.13 WAGES OF JANITORS	$100,212.00	$0.00	$100,212.00	$7,009.93	$25,583.92	$74,628.08	74.5
1.21 EMPLOYER'S SHARE-FICA	$107,939.00	$0.00	$107,939.00	$8,638.19	$33,450.53	$74,488.47	69.0
1.22 UNEMPLOYMENT COMPENSATION	$2,462.00	$0.00	$2,462.00	$1,454.57	$1,660.01	$801.99	32.6
1.23 EMPLOYER'S CONTRIB.- PERF	$126,700.00	$0.00	$126,700.00	$10,557.16	$41,087.86	$85,612.14	67.6
1.24 EMPLOYER'S CONTRIB.- INS.	$173,581.00	$0.00	$173,581.00	$9,243.44	$44,945.06	$128,635.94	74.1
Subtotal	*$1,821,643.00*		$1,821,643.00	$145,670.46	$569,467.52	$1,252,175.48	68.7
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$287.07	$411.87	$88.13	17.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$662.33	$1,598.24	$5,401.76	77.2
2.21 CLEANING & SANITATION SUPPLIES	$8,000.00	$0.00	$8,000.00	$67.34	$940.25	$7,059.75	88.2
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$127.25	$672.21	$4,827.79	87.8
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$32.98	$32.98	$1,467.02	97.8
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$0.00	$750.00	100.0
2.41 LIBRARY SUPPLIES	$15,500.00	$0.00	$15,500.00	$291.32	$5,463.49	$10,036.51	64.8
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$1,468.29	$9,119.04	$30,630.96	77.1
3. Other Services and Charge							

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Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$6,000.00	$0.00	$6,000.00	$0.00	$2,013.00	$3,987.00	66.5
3.14 OTHER PROFESSIONAL SERVICES	$5,400.00	$0.00	$5,400.00	$56.32	$178.03	$5,221.97	96.7
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$149.90	$2,742.03	$27,357.97	90.9
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$3,000.00	$12,625.00	$18,875.00	59.9
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,077.54	$4,310.61	$9,689.39	69.2
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$287.60	$298.95	$1,701.05	85.1
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$899.61	$3,111.64	$16,888.36	84.4
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$0.00	$144.54	$8,855.46	98.4
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$114.21	$281.30	$1,518.70	84.4
3.26 NETWORKING	$84,956.00	$0.00	$84,956.00	$670.29	$4,498.73	$80,457.27	94.7
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$190.00	$403.60	$396.40	49.6
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$0.00	$29,000.00	100.0
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,900.63	$8,652.09	$16,347.91	65.4
3.52 ELECTRICITY	$130,000.00	$0.00	$130,000.00	$7,258.34	$28,122.43	$101,877.57	78.4
3.53 WATER	$3,500.00	$0.00	$3,500.00	$274.98	$1,058.41	$2,441.59	69.8
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$607.57	$2,435.59	$5,564.41	69.6
3.61 BUILDING & STRUCTURES	$120,000.00	$0.00	$120,000.00	$1,752.88	$10,015.08	$109,984.92	91.7
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$350.00	$0.00	$350.00	$13.80	$211.43	$138.57	39.6
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,673.54	$926.46	35.6
3.93 TAXES & ASSESSMENTS	$1,200.00	$0.00	$1,200.00	$418.00	$418.00	$782.00	65.2
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$110,044.00	$0.00	$110,044.00	$6,950.99	$39,722.74	$70,321.26	63.9
Subtotal	*$690,170.00*		$690,170.00	$25,622.66	$123,216.74	$566,953.26	82.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$40,000.00	$0.00	$40,000.00	$25.00	$929.87	$39,070.13	97.7
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$10,447.43	$25,081.45	$124,918.55	83.3
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$379.34	$4,217.39	$12,282.61	74.4
4.53 NONPRINTED MATERIALS	$66,000.00	$0.00	$66,000.00	$5,784.40	$12,783.75	$53,216.25	80.6
Subtotal	*$272,500.00*		$272,500.00	$16,636.17	$43,012.46	$229,487.54	84.2
Grand Total	$2,824,063.00	$0.00	$2,824,063.00	$189,397.58	$744,815.76	$2,079,247.24	73.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

F3d

Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **4/1/22** *To* **4/30/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
2. Supplies							
2.23 OTHER OPERATING SUPPLIES	$0.00	$0.00	$0.00	$54.87	$54.87	($54.87)	#Div/0!
Subtotal	*$0.00*		$0.00	$54.87	$54.87	($54.87)	#Div/0!
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$350.00	$9,650.00	96.5
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$0.00	$0.00	$30,000.00	100.0
3.61 BUILDING & STRUCTURES	$720,657.00	$0.00	$720,657.00	$0.00	$6,448.60	$714,208.40	99.1
Subtotal	*$760,657.00*		$760,657.00	$0.00	$6,798.60	$753,858.40	99.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$100,000.00	$0.00	$100,000.00	$949.95	$949.95	$99,050.05	99.1
Subtotal	*$100,000.00*		$100,000.00	$949.95	$949.95	$99,050.05	99.1
Grand Total	$860,657.00	$0.00	$860,657.00	$1,004.82	$7,803.42	$852,853.58	99.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **4/1/22** *To* **4/30/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$7,128.00	($7,128.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$7,128.00	($7,128.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$7,128.00	($7,128.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3e

Printed on *Wednesday, May 4, 2022*

F3f

Appropriation Report for 800 PUBLIC LIBRARY ACCESS C

Jasper County Public Library

Report Date: From **4/1/22** *To* **4/30/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
2. Supplies							
2.41 LIBRARY SUPPLIES	$0.00	$0.00	$0.00	$65.00	$65.00	($65.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$65.00	$65.00	($65.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$65.00	$65.00	($65.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From 4/1/22 **To** 4/30/22

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38646	203	ACE HARDWARE	4/11/22	Wind Chime program supplies, pine 1x4x4 , motion sensor light switch,, nuts/bolts/nails	$40.37
38647	204	ANTHEM BLUE CROSS BLUE	4/11/22	Health insurance premiums- April 2022	$11,587.94
38648	205	ANTHEM LIFE	4/11/22	Life insurance premiums- April 2022	$78.75
38649	206	BETTER CONTAINERS MFG. C	4/11/22	Love My Library bags	$121.62
38650	207	BUSINESS CARD	4/11/22	Library supplies, We Love Our Library yard signs, Zoom annual subscription, background check	$1,634.70
38651	208	CAPITAL ONE	4/11/22	Walmart: Library, maintenance, & janitorial supplies	$202.19
38652	209	CAPITAL ONE TRADE CREDIT	4/11/22	Kem's Hardware: Maintenance supplies	$37.84
38653	210	COLLABORATIVE SUMMER LI	4/11/22	Staff Summer Reading t-shirts	$113.90
38654	211	CULLIGAN WATER CONDITIO	4/11/22	Wh: Water Cooler Rental- March 2022	$13.80
38655	212	DELTA DENTAL	4/11/22	Dental insurance premiums- April 2022	$520.64
38656	213	INDIANA STATE LIBRARY	4/11/22	PLAC Sales, 1st quarter 2022 (#068155)	$65.00
38657	214	KANKAKEE VALLEY HIGH SCH	4/11/22	2022 Yearbook	$80.00
38658	215	KAPCO	4/11/22	Library supplies	$260.58
38659	216	KIRBY RISK CORPORATION	4/11/22	LED bulbs, fluorescent lampholders	$80.84
38660	217	NEILE TRAINOR	4/11/22	Mileage 12/29/21-3/30/22	$65.40
38661	218	NEW ALBANY-FLOYD COUNT	4/11/22	Lost SRCS item #33110008146837	$15.99
38662	219	NIMBO IP LLC	4/11/22	Monthly Managed Service- March 2022	$815.00
38663	220	NIPSCO	4/11/22	DeM & Wh: Gas & electric service 3/2-3/31/22	$5,840.37
38664	221	NITCO	4/11/22	DeM: Local phone service- April 2022	$137.26
38665	222	POSTMASTER	4/11/22	Stamps	$287.60
38666	223	ROEING CORPORATION	4/11/22	Tech Maintenance Support - 2nd Installment 2022; Pick Roller S1300, S133i	$6,275.00
38667	224	STEVE'S SPECIALIZED SERVI	4/11/22	Laundry	$40.00
38668	225	TRUGREEN PROCESSING CE	4/11/22	Wh: Ornamental Bed Weed Control	$342.88
38669	226	UNIVERSAL ADVERTISING AS	4/11/22	Ad on Jasper County map	$190.00
38670	227	VSP INSURANCE CO. (CT)	4/11/22	Vision insurance premiums- April 2022	$167.02
0	228	PAYROLL	4/8/22	PAYROLL	$59,576.69
38671	229	A. E. BOYCE COMPANY, INC.	4/11/22	Vendor Checks	$287.07
38672	230	AMAZON CAPITAL SERVICES	4/11/22	Books, Time Lapse Camera & accessories	$1,112.64
38673	231	BAKER & TAYLOR	4/11/22	Books, Continuations, AV, Auto. Yours	$11,537.10
38674	232	BAKER & TAYLOR ENTERTAIN	4/11/22	AV	$3,035.80
38675	233	CREATIVE PRODUCT SOURC	4/11/22	Summer Reading prizes	$310.26
38676	234	ENA SERVICES LLC	4/11/22	Internet Service- March 2022	$1,782.00
38677	235	FINDAWAY WORLD, LLC	4/11/22	Wonderbooks, Playaways, Launchpads	$413.93
38678	236	INDIANA GROCERY GROUP, L	4/11/22	Train Show refreshments, Fortnite Nerf War program refreshments	$136.25
38679	237	INDIANA WASTE SERVICE	4/11/22	DeM & Wh: Trash pick-up April 2022	$158.76
38680	238	JASPER COUNTY TREASURE	4/11/22	DeM & Wh: Tax bill for ditch	$418.00
38681	239	KONE, INC.	4/11/22	DeM: Elevator maintenance agreement 4/1-6/30/22	$498.33
38682	240	KROOSWYK PLUMBING, HEAT	4/11/22	Wh: Rebuild Wilkins 375 Backflow 1 1/4" to 2" full rebuild kit; 2" backflow test	$1,410.00
38683	241	MIDWEST TAPE	4/11/22	Hoopla: advance digital payment; AV	$4,155.40
38684	242	OFFICE DEPOT	4/11/22	Janitorial & office supplies	$383.21
38685	243	QUILL LLC	4/11/22	Copy paper	$309.80
38686	244	UNIQUE	4/11/22	Collections: Initial/Secondary Placements- March 2022	$134.25
0	245	CHRISTINA SANDERS	4/8/22	Courier Mileage: 3/16 - 3/31/2022 (Conf #1121)	$435.24
0	246	INDIANA DEPT. OF WORKFOR	4/8/22	1st Quarter 2022 Unemployment Compensation Pymt Conf #3805178005	$1,454.57

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	247	INPRS fbo PERF	4/8/22	INPRS Contributions 4/8/22 Payroll	$7,043.60
0	248	IRS USA TAXPAYMENT	4/8/22	Federal Withholding, Medicare & FICA withheld 4/8/22 Payroll & Ins. (Acknowledgement # 31967203)	$13,406.47
0	249	NATIONWIDE	4/8/22	Annuity withheld 4/8/22 payroll	$1,345.00
0	250	TOWN OF DEMOTTE	4/8/22	Dem: Sewer & Water : March 2022 (Conf #1123)	$197.38
0	251	TOWN OF WHEATFIELD	4/8/22	WH: Sewer Service April 2022 (Conf #1122)	$77.35
0	252	CENTURYLINK	4/8/22	Rens: Fax line- April 2022	$59.83
0	253	AFLAC	4/25/22	Supplemental Insurance April 2022 (Conf #)	$655.17
0	254	PAYROLL	4/25/22	PAYROLL	$56,200.41
0	255	ALLIANCE BANK	4/25/22	Direct Deposit Fees - March 2022	$36.70
0	256	CENTURYLINK	4/25/22	Wh: Fax line April 2022 (Conf #1126)	$65.45
0	257	CITY OF RENSSELAER	4/25/22	Rens: Utilities: 03/07 - 4/5/22 (Conf #151421624)	$3,767.66
0	258	CHICAGO TRIBUNE	4/25/22	DeM & Rens: Newspaper subscriptions Acct# 20468938 (Conf #1128)	$379.34
0	259	CHRISTINA SANDERS	4/25/22	Courier Mileage: 4/1 - 4/15/2022 (Conf #1127)	$398.97
0	260	INDIANA DEPARTMENT OF RE	4/25/22	State & County Taxes withheld April 2022 Payrolls (Conf #0-007-569-923)	$6,865.91
0	261	INPRS fbo PERF	4/25/22	INPRS Contributions 4/25/22 Payroll	$6,719.81
0	262	IRS USA TAXPAYMENT	4/25/22	Federal Withholding, Medicare & FICA withheld 425/22 Payroll & Ins. (Acknowledgement # 23340164)	$12,652.63
0	263	NATIONWIDE	4/25/22	Annuity withheld 4/25/22 payroll	$1,345.00
0	264	T-MOBILE	4/25/22	Hotspot Data Service 3/12 - 4/1/22 (Conf #1125)	$670.29
0	265	ALLIANCE BANK	4/29/22	Positive Pay Fee- April 2022	$15.00
0	266	SQUARE, INC	4/30/22	Merchant Processing Fees- April 2022	$16.71
				Total Amount of Claims	**$228,482.67**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, May 5, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $228,482.67

Date this 9th day of May ,20 22 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
April 30, 2022

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$583.97	$2,769.08
DeMotte	$97.98	$601.37		
Rensselaer	$416.91	$1,678.14		
Wheatfield	$69.08	$489.57		
PHOTOCOPIES:			$969.02	$3,113.52
DeMotte	$249.50	$899.75		
Rensselaer	$569.87	$1,729.92		
Wheatfield	$149.65	$483.85		
INTEREST (Checking, Repurchase, CDs):			$61.76	$316.34
TAXES:			$57,078.58	$228,314.32
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
LIT Certified Shares	$57,078.58	$228,314.32		
TAXABLE SALES:-			$1.27	$4.84
REFUNDS:			$350.00	$1,208.99
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$350.00	$1,200.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$8.99		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$59,044.60**	**$235,727.09**
PLAC FUND:			$0.00	$65.00
GIFT FUNDS:			$3,522.87	$11,242.46
DeMotte	$15.32	$3,090.32		
Rensselaer	$1,648.30	$5,572.89		
Wheatfield	$1,859.25	$2,579.25		
LIB. IMPROV. RESERVE FUND:			$18.47	$75.79
Interest Earned	$18.47	$75.79		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$535.21	$1,339.01
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$535.21	$1,339.01		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,656.33
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$30.79	$90.54
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$63,151.94**	**$267,196.22**

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WITHHOLDING ACCOUNT FUNDS:			$34,128.27	$133,358.31
FIT Tax Collected	$8,782.72	$34,202.24		
FICA Collected	$8,638.19	$33,450.53		
State Tax Collected	$3,890.08	$15,118.52		
County Tax Collected	$2,975.83	$11,526.75		
INPRS	$3,206.25	$12,502.19		
Deferred Comp Plan	$2,690.00	$11,110.00		
Pre-tax Insurance Plan	$3,607.58	$14,057.44		
Life Insurance	$337.62	$1,390.64		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$97,280.21**	**$400,554.53**

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Voucher List

Jasper County Public Library

Report Date: From **5/1/22** ***To*** **5/9/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
38687	267	AARON'S LAWN CARE	5/9/22	DeM & Wh: Snow removal; DeM, Rens, & Wh: Mowing, edging, spring cleanup	$1,331.00
38688	268	ACE HARDWARE	5/9/22	Maintenance supplies	$98.94
38689	269	AMAZON CAPITAL SERVICES	5/9/22	Janitorial, library, office, & maintenance supplies, books	$438.66
38690	270	ANTHEM BLUE CROSS BLUE	5/9/22	Health insurance premiums- May 2022	$13,370.70
38691	271	ANTHEM LIFE	5/9/22	Life insurance premiums- May 2022	$121.11
38692	272	BAKER & TAYLOR	5/9/22	Books, Continuations, AV, Auto. Yours	$11,458.00
38693	273	BAKER & TAYLOR ENTERTAIN	5/9/22	AV	$1,325.23
38694	274	CAPITAL ONE	5/9/22	Walmart: Library supplies	$362.21
38695	275	CARDINAL COPIER SOLUTION	5/9/22	Quarterly maintenance agreement on DeMotte staff copier 1/2/22 - 4/1/22	$676.02
38696	276	CI INSURANCE	5/9/22	Semi-annual premium for building insurance; annual premium for workers comp	$14,388.50
38697	277	CIRCLE SUPPLY INC.	5/9/22	Toilet repair parts	$104.95
38698	278	COLLABORATIVE SUMMER LI	5/9/22	Summer Reading supplies	$286.56
38699	279	COMMONWEALTH TECHNOLO	5/9/22	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$1,138.46
38700	280	CULLIGAN WATER CONDITIO	5/9/22	Wh: Water Cooler Rental- April 2022; 5-gallon drinking water- 7	$78.45
38701	281	DELTA DENTAL	5/9/22	Dental insurance premiums- May 2022	$520.64
38702	282	DONNA BARKO	5/9/22	Mileage 3/7-4/29/22	$13.51
38703	283	THE EPOCH TIMES INC.	5/9/22	Newspaper subscription, 1 year	$139.00
38704	284	EVELYN S. PARRISH	5/9/22	Mileage 1/10-4/8/22	$70.20
38705	285	FINDAWAY WORLD, LLC	5/9/22	Launchpad, Wonderbooks	$903.85
38706	286	HAMSTRA BUILDERS, INC.	5/9/22	DeM: Parking Lot Project progress	$38,000.00
38707	287	INDIANA GENEALOGICAL SOC	5/9/22	Membership, 1 year	$30.00
38708	288	JASPER COUNTY FAIR ASSOC	5/9/22	Jasper County Fair Commercial Booth	$295.00
38709	289	JUDI'S BLOOMERS	5/9/22	Program presenter	$400.00
38710	290	KAPCO	5/9/22	Poly covers, polyester repair tape	$242.00
38711	291	KROGER GARDIS & REGAS, L	5/9/22	Legal Assistance: COVID-19 & Policy Matters	$1,287.00
38712	292	KROOSWYK PLUMBING, HEAT	5/9/22	DeM: Electric water heater removal, disposal, & replacement	$1,166.62
38713	293	MEGAN J. BILLER	5/9/22	Reimbursement for item paid for but found on shelf	$10.00
38714	294	MIDWEST COLLABORATIVE F	5/9/22	HeritageQuest & Ancestry Library database renewals	$2,913.28
38715	295	MIDWEST TAPE	5/9/22	AV	$1,523.65
38716	296	NANETTE SPEACHT	5/9/22	Mileage 4/20/22	$25.74
38717	297	NIMBO IP LLC	5/9/22	Monthly Managed Service- April 2022	$815.00
38718	298	NITCO	5/9/22	DeM: Local phone service- May 2022	$137.26
38719	299	PATTY STRINGFELLOW	5/9/22	Mileage 3/22-4/11/22	$51.48
38720	300	POSTMASTER	5/9/22	Pre-stamped post cards	$90.00
38721	301	POST-TRIBUNE	5/9/22	DeM & Rens: Newspaper subscriptions Acct# 44365252	$191.50
38722	302	PRECISION CONTROL SYSTE	5/9/22	DeM: HVAC repairs	$1,312.37
38723	303	RENSSELAER REPUBLICAN	5/9/22	DeM: Newspaper subscription Acct# 0038530	$99.00
38724	304	RENSSELAER ROTARY CLUB	5/9/22	1st quarter dues & meals	$82.00
38725	305	ROEING CORPORATION	5/9/22	Network adapter, 6ft HDMI cable, ScanSnap scanner	$656.00
38726	306	TECHSMITH	5/9/22	Software maintenance for Snagit License through 5/4/23	$10.80
38727	307	THE LIBRARY CORPORATION	5/9/22	LS2 Reports License Renewal July 2022 - June 2023; NCIP Software Renewal July 2022 - June 2023	$882.00
38728	308	TRUGREEN PROCESSING CE	5/9/22	Lawn fertilization, insect & disease control treatment	$374.85
38729	309	VSP INSURANCE CO. (CT)	5/9/22	Vision insurance premiums- May 2022	$190.88
38730	310	WILDLIFE EDUCATION LLC	5/9/22	Summer Reading Program Presenter	$1,075.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38731	312	BUSINESS CARD	5/9/22	Library & maintenance supplies, background check, LaPorte Library field trip lunch, Summer Reading shopping lunch	$1,014.46
38732	313	CENTURYLINK	5/9/22	Rens: Fax line- May 2022	$59.82
38733	314	DEMCO INC	5/9/22	Library supplies	$422.66
38734	315	ENA SERVICES LLC	5/9/22	Internet Service- April 2022	$1,782.00
38735	316	INDIANA WASTE SERVICE	5/9/22	DeM & Wh: Trash pick-up May 2022	$158.76
38736	317	KROGER GARDIS & REGAS, L	5/9/22	Legal Assistance: Policy Matters	$297.00
38737	318	NIPSCO	5/9/22	DeM & Wh: Gas & electric service 3/31-5/2/22	$5,989.59
38738	319	OFFICE DEPOT	5/9/22	Office, janitorial, library, & maintenance supplies	$286.46
38739	320	OSBY WATER CONDITIONING	5/9/22	Wh: Water softener chemicals & filters	$150.00
38740	321	QUILL LLC	5/9/22	Office, janitorial, & library supplies	$330.08
38741	322	UNIQUE	5/9/22	Collections: Initial/Secondary Placements- April 2022	$53.70
38742	323	ZIESE PLUMBING, HEATING, &	5/9/22	Rens: Plumbing repair	$228.00
				Total Amount of Claims	**$109,459.95**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 9, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $109,459.95

Date this 9th **day of** May **,20**22**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

H5Ż

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 13, 2022, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of May Board Meeting
Bills/Financial Reports
Policies for Review (R 10; R 15)

General Business

DeMotte Parking Lot Project Update (R 15)	Information
Annual Impacts – Webmaster Report (R 15)	Information
DeMotte Touch of Dutch Festival (R 15)	Action
2023 Budget Committee (R 15)	Information

Director's Report (R 15-R 19)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **May 9, 2022**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Janelle Harper, Mark Heinig, Julie Davidson, Kevin Kaluf, Janett Kingman, Patricia Stringfellow, Rayann Gilmore
Absent: Janet Umlauf, Kristie Housman

Executive Session: The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:17 PM.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the April Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Personnel Policy revisions, and request to register staff for virtual TLCU 2022 were approved on a motion by J. Harper, seconded by J. Kingman. Motion passed.

Oath of Office – Mark Heinig: M. Heinig took his oath of office. He has been re-appointed to our Board by the Rensselaer Central School Board.

DeMotte Parking Lot Project Update: P. Stringfellow presented an update on the DeMotte Parking Lot Project. The parking lot stone is complete, and the parking lot light pole bases are poured. In the next few weeks Hamstra will get concrete curbs poured and hopes to pave the lot around the first of June. In June Countryside will start installing the stone around the dry creek and start pavers after the stonework is done.

Director's Report: The Library received letters from the Rensselaer Redevelopment Commission indicating that there is no excess assessed value for the Consolidated Allocation Area and the Lintner Park Allocation Area to be allocated to the overlapping taxing units. P. Stringfellow asked if the Board would like her to continue to bring these letters to the Board when they arrive each year or if they would rather only hear about them if there is an impact to the library. It was decided that the letters concerning allocation areas will only be brought to the Board when there is an impact to the library. Wheatfield Library served as a Voting Center for the first time on May 3 for the Primary Election. It went very well. There were many non-users/non-regulars in the building for voting and many of them made their way in to see the library as well. We are excited as this was the result we were hoping for. Jasper County Judge Potter contacted us in early April about a program the Indiana Bar Foundation is implementing, a Housing Kiosk Project. The Foundation is seeking qualified nonprofit, court, and law school partners to provide locations for the kiosks. The kiosks will provide housing stability legal services that enable eligible households to maintain or obtain housing through eviction prevention and diversion services, mediation between landlords and tenants, and legal services related to eviction proceedings and maintaining housing stability. This two-year program will provide service in all 92 counties with emphasis on hard-to-reach and historically underserved populations. Judge Potter thought our library would be a wonderful location for a kiosk and asked if we would be interested. We looked at the program and agree with Judge Potter. We have applied for a kiosk. We have not yet received word that we will receive one. The Foundation would provide the necessary equipment and we have the data drop and furniture needed for the equipment. We expect some patrons might need to make an occasional copy, and we would like to allow them to copy for free, an in-kind contribution from the library for this two-year program. If awarded a kiosk we will seek board permission to provide free copies. Our Infection Disease & Illness Prevention Plan has been implemented. We received a question about Plexiglass, would we be keeping it up? Department heads were asked to speak with their staff at their monthly meeting and get their thoughts about the Plexiglass. In consideration of that feedback, we will keep the Plexiglass in place and not remove it at this time. We are in dire need of river rock in the landscaped area at the Wheatfield Library. We tried to get a quote for this work last year, but our vendor was unable to quote due to lack of employees to do the work. Jason who does our maintenance work at Wheatfield feels he can take care of this for us. He has been given 48 additional maintenance hours to be used over the course of several weeks this summer to get the job done. The additional hours are unused hours from the other maintenance positions. The stone will come from DeMotte Decorative Stone. We will match what we currently have, large river rock that compliments the building nicely.

Adjournment: With no further matters for discussion J. Harper moved to adjourn the meeting at 6:36 PM, seconded by J. Kingman.

Janelle Harper

Janelle Harper, Secretary Pro-Tem

Julie Davidson

Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
May 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	22	0	2	24
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	25	6	1	32
Blu-Ray (DBR)	119	3	7	129
Books on CD (DBKCD)	28	7	1	36
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	46	2	0	48
Digital Audiobooks (DDA)	11	3	0	14
DVD (DDVD)	911	70	53	1034
Equipment (DEQP)	40	0	0	40
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	343	28	17	388
Fiction Fantasy (DFICF)	4	0	0	4
Fiction Inspirational (DFICI)	96	1	1	98
Fiction Mystery (DFICM)	62	16	4	82
Fiction New (DFICNEW)	329	27	19	375
Fiction Science Fiction (DFICSF)	5	0	1	6
Fiction Western (DFICW)	6	1	1	8
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	41	4	0	45
Hanging Bags (DHANG)	22	1	1	24
Hotspots (DWIFI)	5	38	2	45
ILL (DILL)	18	0	0	18
Internet (DINTER)	359	0	0	359
Juv. Audio book (DJAUDB)	25	5	4	34
Juv. Biography (DJBIO)	38	1	8	47
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	38	2	0	40
Juv. Digital Device (DJDDP)	15	1	0	16
Juvenile Easy (DJE)	781	15	17	813
Juv. Easy Non-fiction (DJENF)	43	4	2	49
Juv. Easy Reader (DJER)	319	18	4	341
Juv. Easy Reader NF (DJERN)	5	1	0	6
Juv. Fiction (DJFIC)	657	12	19	688
Juv. Graphic Novel (DJGN)	185	3	4	192
Juv. Holiday books (DJHOL)	15	0	1	16
Juv. Launchpads (DPTAB)	5	0	0	5
Juv. Magazine (DJMAG)	24	0	6	30
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	356	6	19	381
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	119	13	9	141
Large Print Fiction (DLPF)	54	6	6	66
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	74	3	2	79
Large Print Nonfic (DLPNF)	4	1	1	6
Large Print Western (DLPW)	3	0	0	3
Magazine (DMAG)	161	0	0	161
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	1	0	7
Nonfiction 100 (DNF100)	12	1	6	19
Nonfiction 200 (DNF200)	20	0	1	21
Nonfiction 300 (DNF300)	41	3	2	46
Nonfiction 400 (DNF400)	5	1	0	6
Nonfiction 500 (DNF500)	11	0	2	13
Nonfiction 600 (DNF600)	87	15	14	116
Nonfiction 700 (DNF700)	12	4	1	17
Nonfiction 800 (DNF800)	7	0	6	13
Nonfiction 900 (DNF900)	20	1	1	22
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	38	1	4	43
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	92	9	13	114
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	8	0	0	8
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	5	73	0	78
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	5	0	0	5
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	2	2
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	136	10	15	161
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	15	0	2	17
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	12	0	16
Blu-Ray (RBR)	15	172	10	197
Books on CD (RBKCD)	4	38	4	46
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	60	1	63
Digital Audiobooks (RDA)	0	4	0	4
DVD (RDVD)	57	1104	31	1192
Equipment (REQP)	0	8	0	8
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	17	332	15	364
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	19	279	13	311
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	6	38	0	44
Hanging Bag (RHANG)	2	56	1	59
Hotspots (RWIFI)	2	30	9	41
ILL (RILL)	0	32	0	32
Internet (RINTER)	0	248	0	248
Juv. Audio book (RJAUDB)	0	9	0	9
Juv. Biography (RJBIO)	2	7	7	16
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	20	0	20
Juv. Digital Device (RJDDP)	0	8	0	8
Juvenile Easy (RJE)	11	443	34	488
Juv. Easy Non-fiction (RJENF)	4	46	6	56
Juv. Easy Reader (RJER)	3	267	6	276
Juv. Easy Reader NF (RJERN)	4	91	5	100
Juv. Fiction (RJFIC)	26	211	21	258
Juv. Graphic Novel (RJGN)	11	116	18	145
Juv. Launchpads (RPTAB)	1	10	0	11
Juv. Magazine (RJMAG)	0	5	0	5
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	15	218	14	247
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	102	6	108
Large Print Fiction (RLPF)	4	95	2	101
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	3	132	1	136
Large Print Nonfic (RLPNF)	1	10	0	11
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	2	161	1	164
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	3	4	0	7
Non-Fiction 100 (RNF100)	5	6	6	17

Non-Fiction 200 (RNF200)	12	16	0	28
Non-Fiction 300 (RNF300)	9	35	6	50
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	5	13	4	22
Non-Fiction 600 (RNF600)	18	130	12	160
Non-Fiction 700 (RNF700)	15	39	3	57
Non-Fiction 800 (RNF800)	1	11	4	16
Non-Fiction 900 (RNF900)	4	22	1	27
Nonfiction Blu-Ray (RNFBR)	0	6	0	6
Nonfiction DVD (RNFDVD)	2	38	1	41
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	25	136	32	193
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	6	0	6
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	51	5	7	63
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	3	4	38	45
STEAM Kits (RSTEAM)	0	3	0	3
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	0	0	0
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	48	4	55
YA Music CD (RYACD)	0	9	0	9
YA Nonfiction (RYANF)	2	5	1	8
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	1	6	8
Blu-Ray (WBR)	22	6	106	134
Books on CD (WBKCD)	2	12	50	64
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	2	6	81	89
Digital Audiobooks (WDA)	0	2	4	6
DVD (WDVD)	58	54	752	864
Equipment (WEQP)	0	0	4	4
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	25	11	117	153
Fiction Fantasy (WFICF)	5	0	13	18
Fiction Inspirational (WFICI)	28	4	67	99
Fiction Mystery (WFICM)	12	3	35	50

Fiction New (WFICNEW)	34	15	162	211
Fiction Science Fiction (WFICSF)	0	0	7	7
Fiction Western (WFICW)	0	1	3	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	3	25	28
Hanging Bags (WHANG)	1	0	46	47
Hotspots (WWIFI)	3	32	8	43
ILL (WILL)	2	0	19	21
Internet (WINTER)	0	0	157	157
Juv. Audio book (WJAUDB)	2	0	14	16
Juv. Biography (WJBIO)	2	0	20	22
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	7	8
Juv. Digital Device (WJDDP)	0	1	5	6
Juvenile Easy (WJE)	27	9	328	364
Juv. Easy Non-fiction (WJENF)	7	1	75	83
Juv. Easy Reader (WJER)	9	4	232	245
Juv. Easy Reader NF (WJERN)	0	0	5	5
Juv. Fiction (WJFIC)	57	17	342	416
Juv. Graphic Novel (WJGN)	7	2	155	164
Juv. Launchpads (WPTAB)	1	0	12	13
Juv. Magazine (WJMAG)	0	1	26	27
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	25	1	203	229
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	5	3	196	204
Large Print Fiction (WLPF)	11	6	41	58
Large Print Inspirational (WLPI)	0	1	12	13
Large Print Mystery (WLPM)	6	0	8	14
Large Print New (WLPN)	9	5	77	91
Large Print Nonfic (WLPNF)	2	2	9	13
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	6	0	60	66
Non-Fiction 000 (WNF000)	0	0	3	3
Non-Fiction 100 (WNF100)	1	3	10	14
Non-Fiction 200 (WNF200)	2	0	6	8
Non-Fiction 300 (WNF300)	2	3	29	34
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	1	6	7
Non-Fiction 600 (WNF600)	11	6	75	92
Non-Fiction 700 (WNF700)	4	2	14	20
Non-Fiction 800 (WNF800)	0	0	1	1
Non-Fiction 900 (WNF900)	2	1	30	33
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	9	1	52	62
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	16	12	63	91
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	8	8
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	14	14
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	0	0
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	9	13	111	133
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	1	4	7
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	6742	5570	4529	16841

CIRCULATION BY HOLDINGS CODE
May 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	22	0	2	24
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	30	19	7	56
Blu-Ray (BR)	158	187	125	470
Books on CD (BKCD)	34	57	55	146
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	50	68	82	200
Digital Audiobooks (DA)	11	9	4	24
DVD (DVD)	1026	1228	836	3090
Equipment (EQP)	40	8	4	52
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	385	371	149	905
Fiction Fantasy (FICF)	9	0	13	22
Fiction Inspirational (FICI)	124	5	68	197
Fiction Mystery (FICM)	74	19	39	132
Fiction New (FICNEW)	382	321	194	897
Fiction Science Fiction (FICSF)	5	0	8	13
Fiction Western (FICW)	6	2	4	12

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	47	45	25	117
Hanging Bags (HANG)	25	57	48	130
Hotspots (WIFI)	10	100	19	129
ILL (ILL)	20	32	19	71
Internet (INTR)	359	248	157	764
Juv. Audio book (JAUDB)	27	14	18	59
Juv. Biography (JBIO)	42	8	35	85
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	38	23	7	68
Juv. Digital Device (JDDP)	15	10	5	30
Juvenile Easy (JE)	819	467	379	1665
Juv. Easy Non-Fiction (JENF)	54	**51**	83	188
Juv. Easy Reader (JER)	331	289	242	862
Juv. Easy Reader NF (JERN)	9	92	10	111
Juv. Fiction (JFIC)	740	240	382	1362
Juv. Graphic Novel (JGN)	203	121	173	497
Juv. Holiday (JHOL)	15	0	1	16
Juv. Launchpads (PTAB)	7	10	12	29
Juv. Magazine (JMAG)	24	6	32	62
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	396	225	236	857
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	124	118	211	453
Large Print Fiction (LPF)	69	107	49	225
Large Print Inspirational (LPI)	0	1	12	13
Large Print Mystery (LPM)	6	0	8	14
Large Print New (LPN)	86	140	80	306
Large Print Nonfic (LPNF)	7	13	10	30
Large Print Western (LPW)	3	0	0	3
Magazine (MAG)	169	161	61	391
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	9	5	3	17
Non-Fiction 100 (NF100)	18	10	22	50
Non-Fiction 200 (NF200)	34	16	7	57
Non-Fiction 300 (NF300)	52	41	37	130
Non-Fiction 400 (NF400)	5	3	1	9
Non-Fiction 500 (NF500)	16	14	12	42
Non-Fiction 600 (NF600)	116	151	101	368
Non-Fiction 700 (NF700)	31	45	18	94
Non-Fiction 800 (NF800)	8	11	11	30
Non-Fiction 900 (NF900)	26	24	32	82
Non-Fiction Blu-Ray (NFBR)	2	6	2	10
Non-Fiction DVD (NFDVD)	49	40	57	146
Nonfiction (NFIC)	1	0	2	3
Nonfiction New (NFNEW)	133	157	108	398
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	4	0	4

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	1	6	8	15
Reference (REF)	10	44	25	79
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	8	0	14	22
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	51	5	7	63
SRCS (From other libraries III-SRC	5	73	0	78
SRCS (SRCSW) Wheatfield	3	4	38	45
STEAM Kits (STEAM)	5	3	0	8
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	0	3	3
YA Biography (YAB)	0	0	0	0
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	148	71	130	349
YA Music CD (YACD)	0	9	0	9
YA Nonfiction (YANF)	19	6	7	32
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	0	0	0
				0
Free reads	157	77	85	319
Games/Puzzles	104	6	24	134
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7015	5703	4659	17377

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1306	1043	709	3058
Nonfiction	526	589	429	1544
CHILDREN'S BOOKS				
Fiction	2248	1327	1399	4974
Nonfiction	508	284	355	1147
YA BOOKS				
Fiction	195	116	155	466
Nonfiction	19	6	7	32
Preloaded Dig Dev, Child	7	10	12	29
Magazines, Adult	169	161	61	391
Magazines, Children	24	6	32	62
Sound Recordings, adult	95	134	145	374
Sound Recordings, ch	90	103	73	266
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	59	82	45	186
STEAM Kits	5	3	0	8

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1236	1467	1028	3731
Equipment	50	108	23	181
Total	6537	5439	4473	16449
A-V Circulation	1421	1704	1246	4371
A-V Circulation as % of total	21.7%	31.3%	27.9%	26.6%

CIRCULATION STATISTICS

May 2022

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	90	224	**1,306**	124	8	**1,043**	76	70	**709**	**3,058**
Nonfiction	63	85	**526**	63	35	**589**	27	1	**429**	**1,544**
CHILDREN'S BKS										
Fiction	47	0	**2,248**	63	2	**1,327**	59	1	**1,399**	**4,974**
Nonfiction	17	1	**508**	40	0	**284**	19	0	**355**	**1,147**
YA BOOKS										
Fiction	15	0	**195**	7	0	**116**	15	178	**155**	**466**
Nonfiction	3	0	**19**	0	0	**6**	0	0	**7**	**32**
Preloaded Dig Dev	0	0	**7**	0	0	**10**	3	0	**12**	**29**
Magazines,Adult	0	0	**169**	0	0	**161**	0	0	**61**	**391**
Magazines, Child	0	0	**24**	0	0	**6**	0	0	**32**	**62**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	17	19	**95**	9	0	**134**	18	0	**145**	**374**
Sound Rec/Child	2	0	**90**	7	0	**103**	0	0	**73**	**266**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**59**	0	0	**82**	0	0	**45**	**186**
STEAM Kits	0	0	**5**	0	0	**3**	0	0	**0**	**8**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	43	0	**1,236**	50	1	**1,467**	41	0	**1,028**	**3,731**
Equipment	0	0	**50**	0	0	**108**	0	0	**23**	**181**
TOTAL	297	329	**6,537**	363	46	**5,439**	258	250	**4,473**	**16,449**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	86,171	79,142	61,326
Circulation Increase/Decrease	**11.3%**	**19.2%**	**47.1%**

MONTHLY SYSTEM STATISTICS	2021	2022	% change
Current month's Circulation	13,475	16,449	22.1%
Jan. to date circulation	76,320	84,225	10.4%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX	
						ADULT BOOKS
24,921	24,787	16,852	16,968	15,667	15,673	**Fiction**
19,987	19,965	19,501	19,529	8,510	8,536	**Nonfiction**
						CHILDREN'S BKS
16,305	16,352	14,981	15,042	13,655	13,713	**Fiction**
9,593	9,609	6,483	6,523	6,724	6,743	**Nonfiction**
						YA BOOKS
2,475	2,490	3,395	3,402	3,645	3,482	**Fiction**
664	667	345	345	78	78	**Nonfiction**
9	9	14	14	19	22	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,768	3,766	886	895	4,952	4,970	**Sound Rec/Adult**
668	670	4,216	4,223	826	826	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-61	-61	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,544	7,587	11,417	11,466	7,143	7,184	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
86,203	86,171	78,825	79,142	61,318	61,326	**TOTAL**
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

May 2022

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	288	62	232	50	327	71	847	184
LOCAL HISTORY								
In person	3	1	4	1	1	0	8	2
Letters written	8	8	15	15	0	0	23	23
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	359	15	248	10	157	7	764	32
Internet use-Wireless	1364		1346		630		3340	
VCR Use	0	0	0	0	0	0	0	0
Microforms	18	2	40	5	0	0	58	8
Public FAX24	35		20		29		84	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	19	6	4	1	23	8
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	8		8		5		21	
Outreach activities	8	8	0	0	1	1	9	6
Meeting Room Use (no. of group	43	14	52	17	23	8	118	39
Study room use	44	4	37	3	19	2	100	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	3	0	1	0	4	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							3383	
IN-HOUSE USE ITEMS	183		150		84		417	
SELF-CHECKOUT USE	147		142		104		393	
INTERLIBRARY LOANS								
Requests made for:	11	3	49	12	26	7	86	22
Items rec'd for:	10	5	44	22	25	13	79	40
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6057	10371	3762	20190
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	209	427	99	735
Number of New Patrons Added	46	26	23	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	6	36	15	90	10	60	31	186
Number attending	646		907		1251		2804	
YA Programs (14-17)	1	6	1	6	2	12	4	24
Number attending	10		5		240		255	
Adult Programs	6	36	12	72	4	24	22	132
Number attending	47		113		25		185	
Senior Citizen Programs	0	0	1	6	0	0	1	6
Number attending	0		10		0		10	
Total Number of Programs	**13**	78	**29**	174	**16**	96	**58**	348
Total Persons Attending	**703**		**1035**		**1516**		**3254**	
Total Attending Same Month Last Yr.	17		27		902		946	
Total Staff Hours Spent		200		317		204	721	719
Total Number of In-House Program	**10**		**25**		**9**		**44**	
Total Attendance	**646**		**255**		**105**		**1006**	
Total Number of Outreach Progran	**3**		**4**		**7**		**14**	
Total Attendance	**57**		**780**		**1411**		**2248**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4207	63.3%	3512	65.0%	3231	72.1%	10950	66.2%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	136	2.0%	192	3.6%	47	1.0%	375	2.3%
Juvenile-AV	814	12.3%	373	6.9%	586	13.1%	1773	10.7%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	179	2.7%	136	2.5%	122	2.7%	437	2.6%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	112	1.7%	0	0.0%	16	0.4%	128	0.8%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	22	0.4%	0	0.0%	22	0.1%
School AV	5	0.1%	19	0.4%	0	0.0%	24	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	110	2.0%	0	0.0%	110	0.7%
Staff	844	12.7%	910	16.8%	380	8.5%	2134	12.9%
Walking books	46	0.7%	0	0.0%	2	0.0%	48	0.3%
YA 12-17	46	0.7%	25	0.5%	21	0.5%	92	2.6%
YA-AV	255	3.8%	106	2.0%	76	1.7%	437	2.6%
Total	6644		5405		4481		16530	
All items borrowed by nonresidents	296	4.5%	177	3.3%	138	3.1%	611	3.7%

R 10

Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use computers provide access to the internet, digital information, online catalog and Microsoft Office software.

The internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the internet. JCPL has no control over material residing on the internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

To access the internet via a library computer, users must sign-in at a multi-use workstation with their own library card or a guest pass.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the internet. Parents should instruct their children regarding safety and security when using electronic mail, social networking websites, chat rooms, and other forms of direct electronic communication and NEVER to give out personal information (name, address, phone number, etc.) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the internet or view materials on the internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible internet users. Even though an internet filter is active on library-owned internet computers, parents should realize a filter is only partially effective and monitor their children's use of the internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet Use and Safety Policy, the Library highly recommends that parents visit ~~safekids.com~~ connectsafely.org for parent guides and other information on children and online safety. The library strongly recommends that parents use the internet access services provided by the library with their children and that the parents provide appropriate supervision. **A signed permission slip is required for children who will use the internet independently. A signed permission slip is not required for children who are seated at an internet computer with their parent/guardian.**

Online catalog computers give access through the internet to INSPIRE and other online databases and should only be used for those purposes. Branches with Genealogy computers allow access to the internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 9th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless internet access is available at all JCPL locations. Patrons are welcome to bring wireless devices into each of our branches, however, technical support is not available for personal devices. **Individuals using their own equipment remain subject to the terms of this policy. Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their devices.**

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the internet and to change those rules at any time, without notice. The Library may limit available bandwidth in order to ensure a minimum standard of service to all users. All users, regardless of age, are expected to abide by the following rules:

1. Some material on the internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include, but are not limited to:

    - use of the internet for illegal purposes
    - use of the internet to send or display sexually explicit or sexually suggestive materials
    - use of the internet to send unsolicited commercial material or spam
    - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
    - activities that could interfere with or disrupt computer users, services, or equipment

2. Copyright restrictions and licensing agreements may not be violated. All communications and information accessible via the internet should be assumed to be private property.

3. Because the library receives Federal funding for our internet access, Federal law requires that we filter our library computers to protect against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with internet access by minors – harmful to minors. "Minor" is defined as any individual who is under the age of 17. Parents may not authorize filter disabling for their children. Those individuals 17 and over may request that the filter be disabled for their own personal use. The library will not override websites identified as having Malicious

Downloads, Malicious Sites, Spyware/Adware/Keyloggers.

4. Because the library is a public place, staff members have the authority to end an internet session when the Internet Use and Safety Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use and Safety Policy.

5. Use of the internet by both patrons and staff may be monitored.

6. The Library reserves the right to limit the amount of time users may spend online.

7. In consideration for the privilege of using JCPL's internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the internet.

8. Jasper County Public Library wireless internet is intended for use on library property. Piggybacking on library wi-fi is prohibited.

9. Internet users may not attempt unauthorized access, including "hacking" and other unlawful activities.

Internet Use Policy (for employees)

The Internet Use and Safety Policy, as stated above, applies to both patrons and employees.

The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment. Employees are encouraged to establish and use a non-work email address for personal correspondence.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

2/96; revised 6/19; revised 6/22

Director's Report
May 2022

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

Policies for Review: There are three policies up for review in June: Study Room Use Policy, Internet Acceptable Use Policy, and Social Media Policy. We recommend minor revisions to the Internet Acceptable Use Policy. We do point parents to information about internet safety that is available online. The website and content have changed so we recommend revising the policy to point them to the correct website and better explain what they will find there. Please see R 10. We are not recommending any revisions to the Study Room Use Policy or the Social Media Policy. **If you approve the Consent Agenda items, you will approve the revisions to the Internet Acceptable Use Policy as presented.**

General Business:

DeMotte Parking Lot Project Update: Architect, Harry Mohler, will attend our meeting and provide an update.

Annual Impacts – Webmaster Report: Mel Widner will make her annual report to the board.

DeMotte Touch of Dutch Festival: The festival will be held on Saturday, August 13, 2022, in DeMotte at Spencer Park. A 5K Run begins at 8am near the library and follows the same route as usual that ends behind the library. Branch Manager, Shannon, recommends being closed on festival day due to congestion around the library and struggles of getting to the library. The Friends of the Library plan to hold a book sale in the library meeting room. One staff member will remain at the library all day, even if the library is closed to the public. Board approval is needed to close the DeMotte Library or modify hours on August 13, 2022.

2023 Budget Committee: Our Budget Workshop with our DLGF Field Rep is scheduled for July 28 at 12:45pm. The meeting will be virtual. I need to establish a meeting date/time with members of the Board Budget Committee to review budget recommendations before I meet with the Field Rep. Committee members include Kevin Kaluf, Chair, Janelle Harper and Kristie Housman. We will advertise the committee meeting as required once we pick a date/time.

Director's Report:

As you know we are funding our DeMotte Library Parking Lot Project with money appropriated in our Rainy Day Fund. Some of this money is currently invested in Trust Indiana and will soon be needed to pay project bills. When the time comes, we will be moving money from Trust Indiana into our regular checking account to pay bills. Board permission is not needed to move these funds. Rayann and I are already authorized signers to move funds in Trust Indiana, and the board approved Accounting Practices authorizes us to make internal bank account transfers between library accounts. We plan to move $310,000 to cover the costs of this project. We will have enough cash on hand to pay Hamstra with funds left over for architect invoices and some other small expenses not related to this project.

During the Indiana State Library Quarterly Directors Update on April 21, 2022, I learned that extensions might be possible regarding the July 30 ARPA Grant deadline to spend funds if there are extenuating circumstances. I emailed the state library and requested an extension which was approved. Here are the details that led to the request:

- On June 6 we sent our last batch of microfilm via USPS that is to be digitized as a part of our ARPA Grant Funding project.
- The folks who are digitizing for us have indicated that they will complete their digitization and return our files to us along with their final bill on or before July 26.
- Our regular board meeting is scheduled for August 8 at which time I would present the claim to the board for approval to be paid. The funds would not be technically spent (paid for) until August 8.
- The check would be mailed on August 9.
- We know that as a part of the reimbursement process the state library needs proof of payment, but we were unclear about what they will accept as proof. If it's check in the mail, we could prove that on August 9. If it is a cancelled check, we might not have proof of payment until the 3rd or 4th week of August to allow for mail delays and delays in cashing the check by our vendor.

The state library reviewed our situation and approved an extension for an additional month (through August 30th). The vendor can provide a receipt showing the services are paid in full or a copy of the endorsed checked. We are thankful to receive the extension!

This month we received a LIT Supplemental Distribution in the amount of $64,180. It has been receipted into the operating fund as required. Extra and unanticipated revenue is always appreciated. It adds to our already healthy operating balance.

A Long Range Plan Update on March, April, May accomplishments will be distributed at our June meeting.

Summer Reading is underway! Children and adults are encouraged to track their reading and participate in reading challenges via Beanstack. Paper logs are still available at Rensselaer and Wheatfield Libraries for those who prefer them. We have been sharing a lot of exciting photographs on social media, including one featuring Rensselaer Children's Librarian, Janice, with a tarantula on her head and DeMotte Children's Librarian, Autumn, and Branch Manager, Shannon, holding a boa constrictor – all thanks to our Hedgehog Hannah animal program!

The Jasper County Fair is scheduled for July 23-July 30. We will have a booth this year and are excited to head back to the fair.

The Indiana State Library launched a Passport Program this month and we signed up to be a part of this statewide initiative. There is no cost to participate. The pass is instantly delivered to a customer's phone via text with no apps to download and is gamified with the State Library providing neat quarterly prizes. The Passport Program is a creative way to market Indiana libraries and encourage Indiana residents to visit libraries around the state.

Rayann and I attended the virtual 2022 Public Library Budget Workshop facilitated by the Indiana State Library. Both the State Board of Accounts and the Department of Local Government Finance shared information. Thankfully much of this was a review for us.

System Administrator News

Sheila reports, "Shannon discovered that the <time-lapse> camera stopped recording on 5/11/2022 @ 12:15:15. It resumed recording within the same file on the 16th at 8:22:43 am. I suspect it resumed recording when the laptop was plugged into camera. I emailed tech support for assistance. They said to update the firmware, so I sent Shannon instructions. She and Dan updated the time-lapse camera to the newest firmware. I verified with Brinno support that Shannon is performing the steps they require when downloading video. They said that we shouldn't see this issue again."

Technical Services News

Becky reports, "I was able to schedule the TLC Pre-migration call for Monday, June 6 at 1:30 PM Central Time. The call included Patty Stringfellow, Mary Molenaar, Linda Poortenga, Mel Widner, Sheila Broussard, and me. I forwarded documentation to everyone involved with the meeting, to help us be prepared. Cataloging staff have been working in the TLC Sandbox to see what the new version will look and act like. There will definitely be a learning curve. Registration is now open for TLCU which will be held virtually again. The dates are November 1-3. In my department I know that Mary, Kim, and I are interested in attending."

DeMotte Library News

Shannon reports, "Canvases for our 30th birthday are now available for pickup. We've had many people of all ages come in to get canvases. We are very excited. All senior staff helped clean out the "L" closet with a big thanks to Dan for emptying the closet and bringing all the items into the West meeting room. We were able to go through, organize, and get rid of unnecessary items that were saved over the years. I've started weeding the Fiction and Non-fiction. The sections that are done look great! All three locations have gone in together to purchase a Kahoot subscription so we can use it for youth and adult trivia programs. Autumn has already used it for Anime Club and school visits – it's working great."

Rensselaer Library News

Linda reports, "We held very successful programs this month. In honor of Mother's Day, we held a mother/daughter scrapbook page class and another Tea Lady program- we had 33 attendees. William Clark, author, held a signing and donated two of his newest books to the library. Kayla has started reading and offering a craft class to the residents at Autumn Trace. We have begun offering Geri-fit classes again. We are seeing increased attendance at our programs." Janice reports, "May was busy with programs and preparation for summer reading. The kids really enjoyed the STEAM workshop; they each got to build and paint their own bird house. Our Lap Sit Story times have been very well attended. Our school visits went well, and Lego night was well attended. Head start was happy to be back in the library and they are looking forward to coming next fall. We are looking forward to all the fun summer reading activities we have planned."

Wheatfield Library News

Evie reports, "We had a lot going on in May! Rachael and Alicia visited all of the classes at Wheatfield Elementary and the seventh-grade classes at KVMS to share about summer reading. In addition, they also created and added decorations in the children's area and around the front desk (Carolynn was a huge help in this!). The children's staff also continued with to-go kits for summer and Father's Day, held a Lego program, After School Program, and a Mother's Day Storytime. Summer Reading registration began the last day, and we are seeing lots of excitement! Nanette is working to update her task procedures, as she is resigning in June – she is looking forward to spending time with family and traveling with her husband! Jason maintained newly planted grass seed, grinded and repainted the bike rack, reprogrammed the irrigation system once restarted, repaired a solar attic fan after a bird got in it, started painting letters on main entrance sign, and cut/trimmed/weeded landscaping."

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet. -Patty

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JCPL FINANCIAL STATEMENT
May 31, 2022

	Beginning 2022 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,181,439.75	$200,171.15	$944,986.91	$613,698.24	$849,425.33	$1,085,878.17
Public Library Access Card Fund	$0.00	$0.00	$65.00	$0.00	$65.00	$0.00
Gift Fund	$24,901.20	$1,971.19	$5,839.13	$1,143.98	$12,386.44	$31,448.51
DeMotte	$8,960.54	$473.18	$1,501.17	$27.98	$3,118.30	$10,577.67
Rensselaer	$13,449.69	$1,076.80	$2,861.88	$550.00	$6,122.89	$16,710.70
Wheatfield	$2,490.97	$421.21	$1,476.08	$566.00	$3,145.25	$4,160.14
Library Improvement Reserve Fund	$232,465.52	$0.00	$0.00	$20.39	$96.18	$232,561.70
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,270,969.90	$38,000.00	$45,803.42	$906.29	$2,245.30	$2,227,411.78
Includes Investments of: $2,111,010.94						
Broadband Connectivity Grant Fund	$0.00	$1,782.00	$8,910.00	$0.00	$18,656.33	$9,746.33
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$50.94	$0.00	$27.32	$28.40	$118.94	$142.56
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$108.15	$108.15	$108.15	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$9,302.74	$43,504.98	$9,302.74	$43,504.98	$0.00
FICA Tax Collected	$0.00	$8,263.79	$41,714.32	$8,263.79	$41,714.32	$0.00
State Tax Collected	$0.00	$3,916.31	$19,034.83	$3,916.31	$19,034.83	$0.00
County Tax Collected	$0.00	$2,874.97	$14,401.72	$2,874.97	$14,401.72	$0.00
INPRS	$0.00	$3,058.63	$15,560.82	$3,058.63	$15,560.82	$0.00
Deferred Comp Plan	$0.00	$2,690.00	$13,800.00	$2,690.00	$13,800.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,430.16	$17,308.41	$3,607.58	$17,665.02	$356.61
Life Insurance	$0.00	$338.60	$1,728.16	$337.62	$1,728.26	$0.10
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,713,240.21	$275,799.54	$1,172,793.17	$649,957.09	$1,050,511.62	$3,590,958.66

F2

Bank Balances

Jasper County Public Library

Report as of: **5/31/22**

	Bank	
1	Alliance Bank	$1,479,677.72
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,111,010.94
	Total all banks =	**$3,590,958.66**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$166.95	Jan-22
								$202.07	Feb-22
								$395.05	Mar-22
								$522.90	Apr-22
								$894.42	May-22

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$2,181.39**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **5/1/22** *To* **5/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$83,595.00	$0.00	$83,595.00	$6,966.26	$34,729.90	$48,865.10	58.5
1.12 SALARY OF ASSISTANTS	$1,227,154.00	$0.00	$1,227,154.00	$96,969.58	$491,946.08	$735,207.92	59.9
1.13 WAGES OF JANITORS	$100,212.00	$0.00	$100,212.00	$6,945.92	$32,529.84	$67,682.16	67.5
1.21 EMPLOYER'S SHARE-FICA	$107,939.00	$0.00	$107,939.00	$8,263.79	$41,714.32	$66,224.68	61.4
1.22 UNEMPLOYMENT COMPENSATION	$2,462.00	$0.00	$2,462.00	$0.00	$1,660.01	$801.99	32.6
1.23 EMPLOYER'S CONTRIB.- PERF	$126,700.00	$0.00	$126,700.00	$9,934.28	$51,022.14	$75,677.86	59.7
1.24 EMPLOYER'S CONTRIB.- INS.	$173,581.00	$0.00	$173,581.00	$11,089.74	$56,034.80	$117,546.20	67.7
Subtotal	*$1,821,643.00*		$1,821,643.00	$140,169.57	$709,637.09	$1,112,005.91	61.0
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$411.87	$88.13	17.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$86.02	$1,684.26	$5,315.74	75.9
2.21 CLEANING & SANITATION SUPPLIES	$8,000.00	$0.00	$8,000.00	$523.93	$1,464.18	$6,535.82	81.7
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$479.89	$1,152.10	$4,347.90	79.1
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$32.98	$1,467.02	97.8
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$104.95	$104.95	$645.05	86.0
2.41 LIBRARY SUPPLIES	$15,500.00	$0.00	$15,500.00	$875.46	$6,338.95	$9,161.05	59.1
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$2,070.25	$11,189.29	$28,560.71	71.9

3. Other Services and Charge

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$6,000.00	$0.00	$6,000.00	$1,584.00	$3,597.00	$2,403.00	40.1
3.14 OTHER PROFESSIONAL SERVICES	$5,400.00	$0.00	$5,400.00	$1,132.99	$1,311.02	$4,088.98	75.7
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$2,913.28	$5,655.31	$24,444.69	81.2
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$12,625.00	$18,875.00	59.9
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,077.52	$5,388.13	$8,611.87	61.5
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$90.00	$388.95	$1,611.05	80.6
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$850.06	$3,961.70	$16,038.30	80.2
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$113.58	$258.12	$8,741.88	97.1
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$113.44	$394.74	$1,405.26	78.1
3.26 NETWORKING	$84,956.00	$0.00	$84,956.00	$999.62	$5,498.35	$79,457.65	93.5
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$403.60	$396.40	49.6
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$295.00	$295.00	$3,205.00	91.6
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$14,388.50	$14,388.50	$14,611.50	50.4
3.51 GAS	$25,000.00	$0.00	$25,000.00	$2,129.77	$10,781.86	$14,218.14	56.9
3.52 ELECTRICITY	$130,000.00	$0.00	$130,000.00	$7,782.14	$35,904.57	$94,095.43	72.4
3.53 WATER	$3,500.00	$0.00	$3,500.00	$369.01	$1,427.42	$2,072.58	59.2
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$612.88	$3,048.47	$4,951.53	61.9
3.61 BUILDING & STRUCTURES	$120,000.00	$0.00	$120,000.00	$4,412.84	$14,427.92	$105,572.08	88.0
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$350.00	$0.00	$350.00	$13.80	$225.23	$124.77	35.6
3.91 DUES	$2,600.00	$0.00	$2,600.00	$52.00	$1,725.54	$874.46	33.6
3.93 TAXES & ASSESSMENTS	$1,200.00	$0.00	$1,200.00	$0.00	$418.00	$782.00	65.2
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$10.00	$10.00	$190.00	95.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$110,044.00	$0.00	$110,044.00	$2,824.14	$42,546.88	$67,497.12	61.3
Subtotal	*$690,170.00*		$690,170.00	$41,764.57	$164,981.31	$525,188.69	76.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$40,000.00	$0.00	$40,000.00	$656.00	$1,585.87	$38,414.13	96.0
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$10,798.85	$35,880.30	$114,119.70	76.1
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$290.50	$4,507.89	$11,992.11	72.7
4.53 NONPRINTED MATERIALS	$66,000.00	$0.00	$66,000.00	$4,421.41	$17,205.16	$48,794.84	73.9
Subtotal	*$272,500.00*		$272,500.00	$16,166.76	$59,179.22	$213,320.78	78.3
Grand Total	$2,824,063.00	$0.00	$2,824,063.00	$200,171.15	$944,986.91	$1,879,076.09	66.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

F3d

Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **5/1/22** *To* **5/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
2. Supplies							
2.23 OTHER OPERATING SUPPLIES	$0.00	$0.00	$0.00	$0.00	$54.87	($54.87)	#Div/0!
Subtotal	*$0.00*		$0.00	$0.00	$54.87	($54.87)	#Div/0!
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$350.00	$9,650.00	96.5
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$0.00	$0.00	$30,000.00	100.0
3.61 BUILDING & STRUCTURES	$720,657.00	$0.00	$720,657.00	$38,000.00	$44,448.60	$676,208.40	93.8
Subtotal	*$760,657.00*		$760,657.00	$38,000.00	$44,798.60	$715,858.40	94.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$100,000.00	$0.00	$100,000.00	$0.00	$949.95	$99,050.05	99.1
Subtotal	*$100,000.00*		$100,000.00	$0.00	$949.95	$99,050.05	99.1
Grand Total	$860,657.00	$0.00	$860,657.00	$38,000.00	$45,803.42	$814,853.58	94.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **5/1/22** ***To*** **5/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$8,910.00	($8,910.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$8,910.00	($8,910.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$8,910.00	($8,910.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List

Jasper County Public Library

Report Date: From **5/1/22** ***To*** **5/31/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
38687	267	AARON'S LAWN CARE	5/9/22	DeM & Wh: Snow removal; DeM, Rens, & Wh: Mowing, edging, spring cleanup	$1,331.00
38688	268	ACE HARDWARE	5/9/22	Maintenance supplies	$98.94
38689	269	AMAZON CAPITAL SERVICES	5/9/22	Janitorial, library, office, & maintenance supplies, books	$438.66
38690	270	ANTHEM BLUE CROSS BLUE	5/9/22	Health insurance premiums- May 2022	$13,370.70
38691	271	ANTHEM LIFE	5/9/22	Life insurance premiums- May 2022	$121.11
38692	272	BAKER & TAYLOR	5/9/22	Books, Continuations, AV, Auto. Yours	$11,458.00
38693	273	BAKER & TAYLOR ENTERTAIN	5/9/22	AV	$1,325.23
38694	274	CAPITAL ONE	5/9/22	Walmart: Library supplies	$362.21
38695	275	CARDINAL COPIER SOLUTION	5/9/22	Quarterly maintenance agreement on DeMotte staff copier 1/2/22 - 4/1/22	$676.02
38696	276	CI INSURANCE	5/9/22	Semi-annual premium for building insurance; annual premium for workers comp	$14,388.50
38697	277	CIRCLE SUPPLY INC.	5/9/22	Toilet repair parts	$104.95
38698	278	COLLABORATIVE SUMMER LI	5/9/22	Summer Reading supplies	$286.56
38699	279	COMMONWEALTH TECHNOLO	5/9/22	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$1,138.46
38700	280	CULLIGAN WATER CONDITIO	5/9/22	Wh: Water Cooler Rental- April 2022; 5-gallon drinking water- 7	$78.45
38701	281	DELTA DENTAL	5/9/22	Dental insurance premiums- May 2022	$520.64
38702	282	DONNA BARKO	5/9/22	Mileage 3/7-4/29/22	$13.51
38703	283	THE EPOCH TIMES INC.	5/9/22	Newspaper subscription, 1 year	$139.00
38704	284	EVELYN S. PARRISH	5/9/22	Mileage 1/10-4/8/22	$70.20
38705	285	FINDAWAY WORLD, LLC	5/9/22	Launchpad, Wonderbooks	$903.85
38706	286	HAMSTRA BUILDERS, INC.	5/9/22	DeM: Parking Lot Project progress	$38,000.00
38707	287	INDIANA GENEALOGICAL SOC	5/9/22	Membership, 1 year	$30.00
38708	288	JASPER COUNTY FAIR ASSOC	5/9/22	Jasper County Fair Commercial Booth	$295.00
38709	289	JUDI'S BLOOMERS	5/9/22	Program presenter	$400.00
38710	290	KAPCO	5/9/22	Poly covers, polyester repair tape	$242.00
38711	291	KROGER GARDIS & REGAS, L	5/9/22	Legal Assistance: COVID-19 & Policy Matters	$1,287.00
38712	292	KROOSWYK PLUMBING, HEAT	5/9/22	DeM: Electric water heater removal, disposal, & replacement	$1,166.62
38713	293	MEGAN J. BILLER	5/9/22	Reimbursement for item paid for but found on shelf	$10.00
38714	294	MIDWEST COLLABORATIVE F	5/9/22	HeritageQuest & Ancestry Library database renewals	$2,913.28
38715	295	MIDWEST TAPE	5/9/22	AV	$1,523.65
38716	296	NANETTE SPEACHT	5/9/22	Mileage 4/20/22	$25.74
38717	297	NIMBO IP LLC	5/9/22	Monthly Managed Service- April 2022	$815.00
38718	298	NITCO	5/9/22	DeM: Local phone service- May 2022	$137.26
38719	299	PATTY STRINGFELLOW	5/9/22	Mileage 3/22-4/11/22	$51.48
38720	300	POSTMASTER	5/9/22	Pre-stamped post cards	$90.00
38721	301	POST-TRIBUNE	5/9/22	DeM & Rens: Newspaper subscriptions Acct# 44365252	$191.50
38722	302	PRECISION CONTROL SYSTE	5/9/22	DeM: HVAC repairs	$1,312.37
38723	303	RENSSELAER REPUBLICAN	5/9/22	DeM: Newspaper subscription Acct# 0038530	$99.00
38724	304	RENSSELAER ROTARY CLUB	5/9/22	1st quarter dues & meals	$82.00
38725	305	ROEING CORPORATION	5/9/22	Network adapter, 6ft HDMI cable, ScanSnap scanner	$656.00
38726	306	TECHSMITH	5/9/22	Software maintenance for Snagit License through 5/4/23	$10.80
38727	307	THE LIBRARY CORPORATION	5/9/22	LS2 Reports License Renewal July 2022 - June 2023; NCIP Software Renewal July 2022 - June 2023	$882.00
38728	308	TRUGREEN PROCESSING CE	5/9/22	Lawn fertilization, insect & disease control treatment	$374.85
38729	309	VSP INSURANCE CO. (CT)	5/9/22	Vision insurance premiums- May 2022	$190.88
38730	310	WILDLIFE EDUCATION LLC	5/9/22	Summer Reading Program Presenter	$1,075.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	311	PAYROLL	5/10/22	PAYROLL	$58,143.98
38731	312	BUSINESS CARD	5/9/22	Library & maintenance supplies, background check, LaPorte Library field trip lunch, Summer Reading shopping lunch	$1,014.46
38732	313	CENTURYLINK	5/9/22	Rens: Fax line- May 2022	$59.82
38733	314	DEMCO INC	5/9/22	Library supplies	$422.66
38734	315	ENA SERVICES LLC	5/9/22	Internet Service- April 2022	$1,782.00
38735	316	INDIANA WASTE SERVICE	5/9/22	DeM & Wh: Trash pick-up May 2022	$158.76
38736	317	KROGER GARDIS & REGAS, L	5/9/22	Legal Assistance: Policy Matters	$297.00
38737	318	NIPSCO	5/9/22	DeM & Wh: Gas & electric service 3/31-5/2/22	$5,989.59
38738	319	OFFICE DEPOT	5/9/22	Office, janitorial, library, & maintenance supplies	$286.46
38739	320	OSBY WATER CONDITIONING	5/9/22	Wh: Water softener chemicals & filters	$150.00
38740	321	QUILL LLC	5/9/22	Office, janitorial, & library supplies	$330.08
38741	322	UNIQUE	5/9/22	Collections: Initial/Secondary Placements- April 2022	$53.70
38742	323	ZIESE PLUMBING, HEATING, &	5/9/22	Rens: Plumbing repair	$228.00
0	324	CHRISTINA SANDERS	5/10/22	Courier Mileage: 4/16 - 4/30/2022 (Conf #1130)	$326.43
0	325	INPRS fbo PERF	5/10/22	INPRS Contributions 5/10/22 Payroll	$6,810.49
0	326	IRS USA TAXPAYMENT	5/10/22	Federal Withholding, Medicare & FICA withheld 5/10/22 Payroll (Acknowledgement # 30955717)	$14,044.95
0	327	NATIONWIDE	5/10/22	Annuity withheld 5/10/22 payroll	$1,345.00
0	328	TOWN OF DEMOTTE	5/10/22	Dem: Sewer & Water : April 2022 (Conf #1131)	$166.76
0	329	TOWN OF DEMOTTE	5/10/22	Hydrant charge (conf# 1132)	$60.00
0	330	TOWN OF WHEATFIELD	5/10/22	WH: Sewer Service May 2022 (Conf #1129)	$77.35
0	331	PAYROLL	5/25/22	PAYROLL	$52,737.78
0	332	AFLAC	5/25/22	Supplemental Insurance May 2022 (Conf #1136)	$655.17
0	333	ALLIANCE BANK	5/25/22	Direct Deposit Fees - April 2022	$36.90
0	334	CENTURYLINK	5/25/22	Wh: Fax line May 2022 (Conf #1133)	$65.44
0	335	CHRISTINA SANDERS	5/25/22	Courier Mileage: 5/1 - 5/15/2022 (Conf #1135)	$362.70
0	336	CITY OF RENSSELAER	5/25/22	Rens: Utilities: 4/5 - 5/5/22 (Conf #151549200)	$4,376.69
0	337	INDIANA DEPARTMENT OF RE	5/25/22	State & County Taxes withheld May 2022 Payrolls (Conf #0-007-928-907)	$6,791.28
0	338	INPRS fbo PERF	5/25/22	INPRS Contributions 5/25/22 Payroll	$6,182.42
0	339	IRS USA TAXPAYMENT	5/25/22	Federal Withholding, Medicare & FICA withheld 5/25/22 Payroll (Acknowledgement #04124288)	$11,785.37
0	340	NATIONWIDE	5/25/22	Annuity withheld 5/25/22 payroll	$1,345.00
0	341	T-MOBILE	5/25/22	Hotspot Data Service 4/2 - 5/1/22 (Conf #1134)	$999.62
0	342	ALLIANCE BANK	5/31/22	Positive Pay Fee- May 2022	$15.00
0	343	SQUARE, INC	5/31/22	Merchant Processing Fees- May 2022	$11.26

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
				Total Amount of Claims	**$275,799.54**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 6, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $275,799.54

Date this 13th day of June ,20 22 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
May 31, 2022

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$488.83	$3,257.91
DeMotte	$74.79	$676.16		
Rensselaer	$287.17	$1,965.31		
Wheatfield	$126.87	$616.44		
PHOTOCOPIES:			$702.00	$3,815.52
DeMotte	$231.05	$1,130.80		
Rensselaer	$343.60	$2,073.52		
Wheatfield	$127.35	$611.20		
INTEREST (Checking, Repurchase, CDs):			$78.57	$394.91
TAXES:			$612,023.14	$840,337.46
Property Tax	$401,246.66	$401,246.66		
LOIT	$89,517.90	$89,517.90		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
LIT Certified Shares	$121,258.58	$349,572.90		
TAXABLE SALES:-			$5.70	$10.54
REFUNDS:			$400.00	$1,608.99
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$400.00	$1,600.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$8.99		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$613,698.24**	**$849,425.33**
PLAC FUND:			$0.00	$65.00
GIFT FUNDS:			$1,143.98	$12,386.44
DeMotte	$27.98	$3,118.30		
Rensselaer	$550.00	$6,122.89		
Wheatfield	$566.00	$3,145.25		
LIB. IMPROV. RESERVE FUND:			$20.39	$96.18
Interest Earned	$20.39	$96.18		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$906.29	$2,245.30
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$906.29	$2,245.30		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,656.33
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$28.40	$118.94
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$108.15	$108.15
SUB-TOTAL (page 1)			**$615,905.45**	**$883,101.67**

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WITHHOLDING ACCOUNT FUNDS:			$34,051.64	$167,409.95
FIT Tax Collected	$9,302.74	$43,504.98		
FICA Collected	$8,263.79	$41,714.32		
State Tax Collected	$3,916.31	$19,034.83		
County Tax Collected	$2,874.97	$14,401.72		
INPRS	$3,058.63	$15,560.82		
Deferred Comp Plan	$2,690.00	$13,800.00		
Pre-tax Insurance Plan	$3,607.58	$17,665.02		
Life Insurance	$337.62	$1,728.26		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$649,957.09**	**$1,050,511.62**

F6a

Voucher List

Jasper County Public Library

Report Date: From **6/1/22** ***To*** **6/13/22**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	344	PAYROLL	6/10/22	PAYROLL	$58,727.64
0	345	CHRISTINA SANDERS	6/10/22	Courier Mileage: 5/16 - 5/31/2022 (Conf #1137)	$398.97
0	346	INPRS fbo PERF	6/10/22	INPRS Contributions 6/10/22 Payroll	$6,898.49
0	347	IRS USA TAXPAYMENT	6/10/22	Federal Withholding, Medicare & FICA withheld 6/10/22 Payroll (Acknowledgement #23178866)	$13,389.21
0	348	NATIONWIDE	6/10/22	Annuity withheld 6/10/22 payroll	$1,345.00
0	349	TOWN OF DEMOTTE	6/10/22	Dem: Sewer & Water : May 2022 (Conf #1139)	$143.30
0	350	TOWN OF WHEATFIELD	6/10/22	WH: Sewer Service June 2022 (Conf #1138)	$77.35
38743	351	AARON'S LAWN CARE	6/13/22	DeM, Rens, & Wh: Mowing & edging	$1,084.00
38744	352	ACE HARDWARE	6/13/22	Paint supplies, wheelbarrow, voltage tester	$205.60
38745	353	ANTHEM BLUE CROSS BLUE	6/13/22	Health insurance premiums- June 2022	$13,370.70
38746	354	ANTHEM LIFE	6/13/22	Life insurance premiums- June 2022	$104.76
38747	355	APPLIED IMAGING	6/13/22	Quarterly maintenance agreement on patron copiers	$870.02
38748	356	BAKER & TAYLOR	6/13/22	Books, Continuations, AV, Auto. Yours	$8,212.63
38749	357	BAKER & TAYLOR ENTERTAIN	6/13/22	AV	$1,889.13
38750	358	BALLOONGENUITY	6/13/22	Summer Reading Presenter	$585.00
38751	359	CAPITAL ONE	6/13/22	Walmart: Library supplies	$331.22
38752	360	CENGAGE LEARNING INC/ GA	6/13/22	Opposing Viewpoints database subscription 5/27/22-5/26/23	$1,014.50
38753	361	CENTURYLINK	6/13/22	Rens: Fax line- June 2022	$59.82
38754	362	CHICAGO TRIBUNE	6/13/22	DeM & Rens: Newspaper subscriptions Acct# 20468938	$379.34
38755	363	COLONIAL CLEANERS	6/13/22	DeM: Laundry	$16.12
38756	364	DELTA DENTAL	6/13/22	Dental insurance premiums- June 2022	$520.64
38757	365	DIGITAL DIVIDE DATA VENTU	6/13/22	Processing & digitization of newspaper microfilm- Batch 1	$2,690.64
38758	366	ENVISIONWARE, INC.	6/13/22	Patron computer reservation software annual maintenance	$921.51
38759	367	FINDAWAY WORLD, LLC	6/13/22	Wonderbooks, Launchpad power adapters	$367.88
38760	368	HAMSTRA BUILDERS, INC.	6/13/22	DeM: Parking Lot Project progress	$6,650.00
38761	369	HUMANE INDIANA, INC.	6/13/22	Summer Reading Program Presenter	$834.00
38762	370	ICC BUSINESS PRODUCTS	6/13/22	Janitorial, office, & library supplies	$176.37
38763	371	INDIANA GROCERY GROUP, L	6/13/22	Management Meeting refreshments, Tea program supplies & refreshments	$95.47
38764	372	INDIANA STATE LIBRARY	6/13/22	Info Express Delivery Services, 2 days/week	$1,046.00
38765	373	INDIANA WASTE SERVICE	6/13/22	DeM & Wh: Trash pick-up June 2022	$158.76
38766	374	JIM TURNPAUGH	6/13/22	Summer Reading Program Presenter	$750.00
38767	375	JOHNSON CONTROLS FIRE P	6/13/22	Rens: Replaced two batteries in fire panel	$759.00
38768	376	KAPCO	6/13/22	Easy Cover II book covers	$50.00
38769	377	KIRBY RISK CORPORATION	6/13/22	Wire connectors	$44.94
38770	378	MIDWEST TAPE	6/13/22	AV	$759.50
38771	379	NICHE ACADEMY	6/13/22	Niche Academy annual subscription renewal	$1,260.00
38772	380	NIMBO IP LLC	6/13/22	Monthly Managed Service- May 2022	$815.00
38773	381	NIPSCO	6/13/22	DeM & Wh: Gas & electric service 5/2-5/31/22	$6,081.84
38774	382	NITCO	6/13/22	DeM: Local phone service- June 2022	$137.26
38775	383	OLLIS BOOK CORPORATION	6/13/22	Books	$920.84
38776	384	OVERDRIVE, INC.	6/13/22	Deposit on Account for Future Content Purchases	$6,375.00
38777	385	THE PENWORTHY COMPANY	6/13/22	Books	$1,565.49
38778	386	PRECISION CONTROL SYSTE	6/13/22	DeM: HVAC preventative maintenance; Rens: HVAC repair	$15,324.35
38779	387	RAYANN GILMORE	6/13/22	Mileage 3/17-5/31/22	$59.49
38780	388	SHANNON HELDAK	6/13/22	Mileage 2/15-5/12/22	$67.86

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38781	389	STEVE'S SPECIALIZED SERVI	6/13/22	Laundry	$40.00
38782	390	SUNRISE PACKAGING	6/13/22	Audiobook cases	$541.59
38783	391	THE LIBRARY CORPORATION	6/13/22	2022 TLCU Conference registration- unlimited attendees	$299.00
38784	392	TRUGREEN PROCESSING CE	6/13/22	Lawn treatments, grub preventative treatments, ornamental bed week control treatment	$1,102.94
38785	393	UNIQUE	6/13/22	Collections: Initial/Secondary Placements- May 2022	$120.45
38786	394	VSP INSURANCE CO. (CT)	6/13/22	Vision insurance premiums- June 2022	$190.88
38787	395	4IMPRINT, INC	6/13/22	Summer Reading prizes	$399.14
38788	396	BUSINESS CARD	6/13/22	Kahoot 360 subscription, Summer Reading prizes, postage to ship microfilm	$473.17
38789	397	CENTURYLINK	6/13/22	Wh: Fax line June 2022	$65.44
38790	398	CULLIGAN WATER CONDITIO	6/13/22	Wh: Water Cooler Rental- May 2022	$13.80
38791	399	DEMCO INC	6/13/22	Library supplies	$483.21
38792	400	ENA SERVICES LLC	6/13/22	Internet Service- May 2022	$1,782.00
38793	401	MIDWEST COLLABORATIVE F	6/13/22	Annual membership fee	$125.00
38794	402	ODP BUSINESS SOLUTIONS, L	6/13/22	Office, library, & janitorial supplies	$796.35
38795	403	QUILL LLC	6/13/22	Office, library, & janitorial supplies	$323.25
38796	404	SCHOLASTIC INC.	6/13/22	Summer Reading prizes	$322.48
38797	405	TRUGREEN PROCESSING CE	6/13/22	Insect & disease control treatments, Ash tree treatments	$1,877.49
38798	406	ULINE	6/13/22	Office & library supplies	$128.87

Total Amount of Claims **$166,619.70**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 13, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$166,619.70**

Date this 13th **day of** June **,20** 22 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

J
U
L.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 11, 2022, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

- Minutes of June Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Workshop Request (R 20)

General Business

DeMotte Parking Lot Project Update (R 20)	Information
Wheatfield Library Sensory Garden (R 20)	Action
Delayed Opening August 22, 2022 – TLC Upgrade (R 21)	Action

Director's Report (R 20-R 24)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **June 13, 2022**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Janelle Harper, Mark Heinig, Janet Umlauf, Julie Davidson, Janett Kingman, Kristie Housman, Patricia Stringfellow, Rayann Gilmore, Melissa Widner, Harry Mohler
Absent: Kevin Kaluf

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the May Board Meeting Minutes, bills/financial reports, Internet Use and Safety Policy revision, Study Room Use Policy review, and Social Media Policy review were approved as presented on a motion by M. Heinig, seconded by K. Housman. Motion passed.

DeMotte Parking Lot Project Update: Architect, Harry Mohler, provided the Board with an update on the DeMotte Parking Lot Project. Curbs and light pole foundations have been poured. The dry creek has been cut out and connected to the storm sewer. The lining and stone are being added. Landscaping proposals have been received. A second change order is in process for the landscaping portion. The landscaping allowance in the contract is $35,000. Some landscaping materials and decorative boulders have been approved. Items still to be finalized include the landscaping for the area where the hill is currently, and we are waiting on samples for the walking trail surface.

Annual Impacts – Webmaster Report: M. Widner, Webmaster, shared that she is serving as project manager for the ARPA Grant microfilm digitization project. The collation process to get the microfilm reels ready to ship has been time consuming. All reels have now been shipped to Digital Divide Data Ventures for digitization. The reels are expected to be processed and back to us by the end of July. This project has involved a lot of volunteer hours which we are grateful for. Some of the digital files from the first batch of microfilm are back. The keyword search feature is great! Beanstack is being used for virtual/online programming in addition to Summer Reading. The Read Grateful program in November using Beanstack got a huge response. We plan to provide similar programs in the future. Beanstack also provides us with programming that we can tailor to fit our needs. The website redesign is still on the list, but the ARPA Grant has taken priority for now. The State Library has started a Webmaster Counterparts group that meets every other month. Mel has been asked to present to the group on Canva.

DeMotte Touch of Dutch Festival: The festival will be held on Saturday, August 13, 2022, in DeMotte at Spencer Park. A 5K Run begins at 8am near the library and follows the same route as usual that ends behind the library. Branch Manager, Shannon, recommends being closed on festival day due to congestion around the library and struggles getting to the library. The Friends of the Library plan to hold a book sale in the library meeting room. One staff member will remain at the library all day, even if the library is closed to the public. M. Heinig moved to close the DeMotte Library on Saturday, August 13, 2022, seconded by J. Umlauf. Motion passed.

2023 Budget Committee: Our Budget Workshop with our DLGF Field Rep is scheduled for July 28 at 12:45pm. The meeting will be virtual. We need to establish a meeting date/time with members of the Board Budget Committee to review budget recommendations before we meet with the Field Rep. Committee members include: K. Kaluf, chair; J. Harper; and K. Housman. After some discussion the Board Budget Committee meeting was tentatively set for July 27 at 8:30am at the Rensselaer Library. We will advertise the committee meeting as required.

Director's Report: We are funding our DeMotte Library Parking Lot Project with money appropriated in our Rainy Day Fund. Some of this money is currently invested in Trust Indiana and will soon be needed to pay project bills. We plan to move $310,000 from Trust Indiana into our regular checking account to cover the costs of this project. As M. Widner reported earlier, the last of the microfilm has been shipped for the ARPA Grant project. We expect to receive the final invoice by the end of July. Our regular board meeting is scheduled for August 8 at which time the claim would be presented to the board for approval to be paid. The check would be mailed on August 9. The ARPA Grant deadline to spend funds is July 30. We requested an extension from the State Library. They approved an extension for an additional month (through August 30th). This month we received a LIT Supplemental Distribution in the amount of $64,180. It has been receipted into the operating fund as required. The Board received a Long Range Plan Update on March, April, & May accomplishments. The Jasper County Fair is scheduled for July 23 – July 30. We will have a booth this year. The Indiana State Library launched a Passport Program this month and we signed up to be a part of this statewide initiative. There is no cost to participate. The pass is instantly delivered to a patron's phone via text with no apps to download and is gamified with the State Library providing quarterly prizes. The Passport Program is a creative way to market Indiana libraries and encourage Indiana residents to visit libraries around the state.

Adjournment: With no further matters for discussion K. Housman moved to adjourn the meeting at 6:33 PM, seconded by J. Kingman.

Janet Umlauf

Janet Umlauf, Secretary

Julie Davidson

Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
June 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	37	0	3	40
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	24	3	1	28
Blu-Ray (DBR)	109	4	8	121
Books on CD (DBKCD)	31	9	6	46
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	33	0	1	34
Digital Audiobooks (DDA)	41	1	3	45
DVD (DDVD)	943	63	53	1059
Equipment (DEQP)	39	0	0	39
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	394	20	9	423
Fiction Fantasy (DFICF)	4	0	0	4
Fiction Inspirational (DFICI)	76	3	1	80
Fiction Mystery (DFICM)	83	8	6	97
Fiction New (DFICNEW)	443	18	22	483
Fiction Science Fiction (DFICSF)	5	2	0	7
Fiction Western (DFICW)	1	0	0	1
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	46	0	0	46
Hanging Bags (DHANG)	41	2	3	46
Hotspots (DWIFI)	7	31	3	41
ILL (DILL)	13	0	0	13
Internet (DINTER)	435	0	0	435
Juv. Audio book (DJAUDB)	32	2	2	36
Juv. Biography (DJBIO)	41	4	3	48
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	41	5	1	47
Juv. Digital Device (DJDDP)	25	1	1	27
Juvenile Easy (DJE)	998	17	36	1051
Juv. Easy Non-fiction (DJENF)	85	1	6	92
Juv. Easy Reader (DJER)	601	1	7	609
Juv. Easy Reader NF (DJERN)	23	1	1	25
Juv. Fiction (DJFIC)	842	11	14	867
Juv. Graphic Novel (DJGN)	226	0	6	232
Juv. Holiday books (DJHOL)	23	0	0	23
Juv. Launchpads (DPTAB)	10	0	0	10
Juv. Magazine (DJMAG)	78	0	0	78
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	440	18	27	485
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	4	0	0	4
Juv. Toddler (DJTOD)	146	0	2	148
Large Print Fiction (DLPF)	98	11	6	115
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	91	6	5	102
Large Print Nonfic (DLPNF)	6	1	1	8
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	314	0	6	320
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	1	1	8
Nonfiction 100 (DNF100)	4	1	1	6
Nonfiction 200 (DNF200)	20	1	2	23
Nonfiction 300 (DNF300)	29	7	5	41
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	9	0	4	13
Nonfiction 600 (DNF600)	82	15	10	107
Nonfiction 700 (DNF700)	38	4	0	42
Nonfiction 800 (DNF800)	12	1	3	16
Nonfiction 900 (DNF900)	25	0	4	29
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	42	0	10	52
Nonfiction (DNFIC)	3	0	1	4
Nonfiction New (DNFNEW)	105	21	16	142
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	3	0	0	3
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	11	0	0	11
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	46	0	47
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	7	0	0	7
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	3	0	0	3
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	186	4	8	198
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	12	0	4	16
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	19	1	22
Blu-Ray (RBR)	9	198	7	214
Books on CD (RBKCD)	6	41	0	47
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	9	65	0	74
Digital Audiobooks (RDA)	0	17	0	17
DVD (RDVD)	39	1207	56	1302
Equipment (REQP)	0	6	0	6
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	54	428	9	491
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	29	252	19	300
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	73	2	79
Hanging Bag (RHANG)	2	71	2	75
Hotspots (RWIFI)	1	35	8	44
ILL (RILL)	0	21	0	21
Internet (RINTER)	0	311	0	311
Juv. Audio book (RJAUDB)	0	6	0	6
Juv. Biography (RJBIO)	2	5	4	11
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	8	2	10
Juv. Digital Device (RJDDP)	0	14	0	14
Juvenile Easy (RJE)	16	446	25	487
Juv. Easy Non-fiction (RJENF)	4	93	4	101
Juv. Easy Reader (RJER)	24	412	6	442
Juv. Easy Reader NF (RJERN)	2	54	6	62
Juv. Fiction (RJFIC)	27	258	17	302
Juv. Graphic Novel (RJGN)	4	135	22	161
Juv. Launchpads (RPTAB)	0	16	0	16
Juv. Magazine (RJMAG)	0	5	0	5
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	10	172	9	191
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	114	5	119
Large Print Fiction (RLPF)	9	137	8	154
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	5	160	2	167
Large Print Nonfic (RLPNF)	0	14	0	14
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	3	130	0	133
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	10	0	10
Non-Fiction 100 (RNF100)	0	9	5	14

Non-Fiction 200 (RNF200)	10	18	0	28
Non-Fiction 300 (RNF300)	15	36	4	55
Non-Fiction 400 (RNF400)	0	4	0	4
Non-Fiction 500 (RNF500)	2	12	6	20
Non-Fiction 600 (RNF600)	16	110	4	130
Non-Fiction 700 (RNF700)	17	48	2	67
Non-Fiction 800 (RNF800)	0	9	8	17
Non-Fiction 900 (RNF900)	2	28	6	36
Nonfiction Blu-Ray (RNFBR)	0	0	0	0
Nonfiction DVD (RNFDVD)	5	26	1	32
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	18	116	32	166
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	1	0	0	1
Playaway View (RVIEW)	0	11	0	11
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	7	5	12
SRCS (From other libraries ILL-SR	31	0	0	31
SRCS (SRCSW) Wheatfield	3	5	36	44
STEAM Kits (RSTEAM)	0	3	0	3
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	0	0	0
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	61	4	72
YA Music CD (RYACD)	0	21	0	21
YA Nonfiction (RYANF)	0	2	2	4
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	2	12	14
Blu-Ray (WBR)	10	4	115	129
Books on CD (WBKCD)	0	14	43	57
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	0	2	66	68
Digital Audiobooks (WDA)	0	0	15	15
DVD (WDVD)	32	66	884	982
Equipment (WEQP)	0	0	1	1
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	23	11	165	199
Fiction Fantasy (WFICF)	5	0	19	24
Fiction Inspirational (WFICI)	0	2	161	163
Fiction Mystery (WFICM)	8	5	31	44

Fiction New (WFICNEW)	27	18	150	195
Fiction Science Fiction (WFICSF)	0	0	13	13
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	44	44
Hanging Bags (WHANG)	2	3	65	70
Hotspots (WWIFI)	3	29	9	41
ILL (WILL)	0	1	10	11
Internet (WINTER)	0	0	121	121
Juv. Audio book (WJAUDB)	5	0	13	18
Juv. Biography (WJBIO)	0	1	23	24
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	10	10
Juv. Digital Device (WJDDP)	1	1	15	17
Juvenile Easy (WJE)	26	15	689	730
Juv. Easy Non-fiction (WJENF)	3	2	127	132
Juv. Easy Reader (WJER)	7	8	445	460
Juv. Easy Reader NF (WJERN)	0	0	25	25
Juv. Fiction (WJFIC)	83	7	632	722
Juv. Graphic Novel (WJGN)	6	1	219	226
Juv. Launchpads (WPTAB)	2	0	13	15
Juv. Magazine (WJMAG)	0	0	61	61
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	20	5	277	302
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	8	0	352	360
Large Print Fiction (WLPF)	8	9	63	80
Large Print Inspirational (WLPI)	0	1	2	3
Large Print Mystery (WLPM)	1	1	7	9
Large Print New (WLPN)	6	7	85	98
Large Print Nonfic (WLPNF)	2	0	4	6
Large Print Western (WLPW)	0	0	2	2
Magazine (WMAG)	1	0	77	78
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	6	2	10	18
Non-Fiction 200 (WNF200)	2	1	6	9
Non-Fiction 300 (WNF300)	2	1	20	23
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	6	6
Non-Fiction 600 (WNF600)	5	2	46	53
Non-Fiction 700 (WNF700)	5	3	22	30
Non-Fiction 800 (WNF800)	0	1	0	1
Non-Fiction 900 (WNF900)	1	1	18	20
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	4	0	60	64
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	12	10	58	80
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	39	39
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	4	4
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	1	0	1	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	14	21	133	168
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	1	0	3
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8269	6064	6136	20469

CIRCULATION BY HOLDINGS CODE
June 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	37	0	3	40
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	26	24	14	64
Blu-Ray (BR)	129	206	131	466
Books on CD (BKCD)	37	64	49	150
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	42	67	67	176
Digital Audiobooks (DA)	41	18	18	77
DVD (DVD)	1014	1336	993	3343
Equipment (EQP)	39	6	1	46
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	471	459	183	1113
Fiction Fantasy (FICF)	9	0	19	28
Fiction Inspirational (FICI)	76	5	162	243
Fiction Mystery (FICM)	91	13	37	141
Fiction New (FICNEW)	499	288	191	978
Fiction Science Fiction (FICSF)	5	2	13	20
Fiction Western (FICW)	1	0	0	1

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	50	73	46	169
Hanging Bags (HANG)	45	76	70	191
Hotspots (WIFI)	11	95	20	126
ILL (ILL)	13	22	10	45
Internet (INTR)	435	311	121	867
Juv. Audio book (JAUDB)	37	8	15	60
Juv. Biography (JBIO)	43	10	30	83
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	41	13	13	67
Juv. Digital Device (JDDP)	26	16	16	58
Juvenile Easy (JE)	1040	478	750	2268
Juv. Easy Non-Fiction (JENF)	92	**96**	137	325
Juv. Easy Reader (JER)	632	421	458	1511
Juv. Easy Reader NF (JERN)	25	55	32	112
Juv. Fiction (JFIC)	952	276	663	1891
Juv. Graphic Novel (JGN)	236	136	244	616
Juv. Holiday (JHOL)	23	0	0	23
Juv. Launchpads (PTAB)	12	16	13	41
Juv. Magazine (JMAG)	78	5	61	144
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	470	195	313	978
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	4	0	0	4
Juv. Toddler (JTOD)	154	114	359	627
Large Print Fiction (LPF)	115	157	77	349
Large Print Inspirational (LPI)	0	1	2	3
Large Print Mystery (LPM)	1	1	7	9
Large Print New (LPN)	102	173	92	367
Large Print Nonfic (LPNF)	8	15	5	28
Large Print Western (LPW)	0	0	2	2
Magazine (MAG)	318	130	83	531
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	11	1	18
Non-Fiction 100 (NF100)	10	12	16	38
Non-Fiction 200 (NF200)	32	20	8	60
Non-Fiction 300 (NF300)	46	44	29	119
Non-Fiction 400 (NF400)	5	4	1	10
Non-Fiction 500 (NF500)	11	12	16	39
Non-Fiction 600 (NF600)	103	127	60	290
Non-Fiction 700 (NF700)	60	55	24	139
Non-Fiction 800 (NF800)	12	11	11	34
Non-Fiction 900 (NF900)	28	29	28	85
Non-Fiction Blu-Ray (NFBR)	1	0	1	2
Non-Fiction DVD (NFDVD)	51	26	71	148
Nonfiction (NFIC)	3	0	3	6
Nonfiction New (NFNEW)	135	147	106	388
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	1	0	1

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	3	11	39	53
Reference (REF)	18	23	1	42
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	1	2	14
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	7	5	12
SRCS (From other libraries III-SRC	32	46	0	78
SRCS (SRCSW) Wheatfield	3	5	36	44
STEAM Kits (STEAM)	7	3	4	14
Vertical File (VF)	0	1	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	4	0	1	5
YA Biography (YAB)	3	0	0	3
YA Books on CD (YABKCD)	1	0	1	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	207	86	145	438
YA Music CD (YACD)	0	21	0	21
YA Nonfiction (YANF)	14	3	6	23
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	0	0	0
				0
Free reads	359	164	65	588
Games/Puzzles	52	0	19	71
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8700	6251	6219	21170

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1729	1263	850	3842
Nonfiction	529	558	335	1422
CHILDREN'S BOOKS				
Fiction	3076	1480	2509	7065
Nonfiction	632	301	480	1413
YA BOOKS				
Fiction	258	159	191	608
Nonfiction	17	3	6	26
Preloaded Dig Dev, Child	12	16	13	41
Magazines, Adult	318	130	83	531
Magazines, Children	78	5	61	144
Sound Recordings, adult	125	149	136	410
Sound Recordings, ch	123	118	98	339
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	35	58	41	134
STEAM Kits	7	3	4	14

Vertical file	0	1	0	1
VHS/DVD/Blu-Ray	1198	1579	1235	4012
Equipment	50	101	21	172
Total	8187	5924	6063	20174
A-V Circulation	1446	1846	1469	4761
A-V Circulation as % of total	17.7%	31.2%	24.2%	23.6%

CIRCULATION STATISTICS

June 2022

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	**Total Circ.**
ADULT BOOKS										
Fiction	118	0	**1,729**	125	89	**1,263**	73	0	**850**	**3,842**
Nonfiction	54	92	**529**	81	388	**558**	23	0	**335**	**1,422**
CHILDREN'S BKS										
Fiction	45	1	**3,076**	105	2	**1,480**	36	0	**2,509**	**7,065**
Nonfiction	45	0	**632**	13	0	**301**	5	0	**480**	**1,413**
YA BOOKS										
Fiction	19	0	**258**	23	1	**159**	3	0	**191**	**608**
Nonfiction	3	0	**17**	2	0	**3**	5	0	**6**	**26**
Preloaded Dig Dev	0	0	**12**	0	0	**16**	4	0	**13**	**41**
Magazines,Adult	0	0	**318**	0	0	**130**	0	0	**83**	**531**
Magazines, Child	0	0	**78**	0	0	**5**	0	0	**61**	**144**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	14	0	**125**	15	0	**149**	19	0	**136**	**410**
Sound Rec/Child	2	0	**123**	5	0	**118**	1	0	**98**	**339**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	8	**0**	0	0	**0**	**0**
SRCS	0	0	**35**	0	0	**58**	0	0	**41**	**134**
STEAM Kits	0	0	**7**	0	0	**3**	0	0	**4**	**14**
Vertical Files	0	0	**0**	0	0	**1**	0	0	**0**	**1**
DVD/BluRay	39	2	**1,198**	56	1	**1,579**	52	3	**1,235**	**4,012**
Equipment	0	0	**50**	0	0	**101**	0	0	**21**	**172**
TOTAL	339	95	**8,187**	425	489	**5,924**	221	3	**6,063**	**20,174**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	86,415	79,060	61,544
Circulation Increase/Decrease	**4.7%**	**8.8%**	**17.1%**

MONTHLY SYSTEM STATISTICS	2021	2022	% change
Current month's Circulation	18,445	20,174	9.4%
Jan. to date circulation	94,765	104,399	10.2%

DEMOTTE COLLECTION Start of Month Volumes	 End of Month Volumes	RENSSELAER COLLECTION Start of Month Volumes	 End of Month Volumes	WHEATFIELD COLLECTION Start of Month Volumes	 End of Month Volumes	
						ADULT BOOKS
24,787	24,905	16,968	17,004	15,673	15,746	**Fiction**
19,965	19,927	19,529	19,222	8,536	8,559	**Nonfiction**
						CHILDREN'S BKS
16,352	16,396	15,024	15,127	13,713	13,749	**Fiction**
9,609	9,654	6,523	6,536	6,743	6,748	**Nonfiction**
						YA BOOKS
2,490	2,509	3,402	3,424	3,482	3,485	**Fiction**
667	670	345	347	78	83	**Nonfiction**
9	9	14	14	22	26	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,766	3,780	895	910	4,970	4,989	**Sound Rec/Adult**
670	672	4,223	4,228	826	827	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-61	-69	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,587	7,624	11,466	11,521	7,184	7,233	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
86,171	86,415	79,124	79,060	61,326	61,544	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
June 2022

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	207	45	210	46	285	62	702	152
LOCAL HISTORY								
In person	4	1	3	1	0	0	7	2
Letters written	5	5	12	12	0	0	17	17
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	435	18	311	13	121	5	867	36
Internet use-Wireless	990		1410		750		3150	
VCR Use	0	0	0	0	0	0	0	0
Microforms	10	1	47	6	0	0	57	8
Public FAX24	39		15		28		82	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	51	17	0	0	51	17
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	4		4		2		10	
Outreach activities	25	25	0	0	1	1	26	17
Meeting Room Use (no. of group	39	13	43	14	35	12	117	39
Study room use	58	5	27	2	43	4	128	11
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							3394	
IN-HOUSE USE ITEMS	240		180		53		473	
SELF-CHECKOUT USE	70		167		78		315	
INTERLIBRARY LOANS								
Requests made for:	18	5	23	6	1	0	42	11
Items rec'd for:	18	9	23	12	1	1	42	21
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6067	10381	3764	20212
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	210	428	99	737
Number of New Patrons Added	62	45	24	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	9	54	4	24	10	60	23	138
Number attending	583		248		345		1176	
YA Programs (14-17)	5	30	5	30	5	30	15	90
Number attending	96		32		63		191	
Adult Programs	8	48	11	66	5	30	24	144
Number attending	27		99		39		165	
Senior Citizen Programs	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Total Number of Programs	**22**	132	**20**	120	**20**	120	**62**	372
Total Persons Attending	**706**		**379**		**447**		**1532**	
Total Attending Same Month Last Yr.	141		81		127		349	
Total Staff Hours Spent		259		248		203	711	702
Total Number of In-House Progran	**17**		**20**		**19**		**56**	
Total Attendance	**696**		**379**		**435**		**1510**	
Total Number of Outreach Progran	**5**		**0**		**1**		**6**	
Total Attendance	**10**		**0**		**12**		**22**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5434	65.9%	3952	66.8%	4370	71.7%	13756	67.9%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	225	2.7%	192	3.2%	134	2.2%	551	2.7%
Juvenile-AV	986	12.0%	381	6.4%	987	16.2%	2354	11.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	96	1.2%	129	2.2%	86	1.4%	311	1.5%
Reciprocal Juvenile	0	0.0%	0	0.0%	3	0.0%	3	0.0%
Reciprocal Juvenile AV	24	0.3%	27	0.5%	0	0.0%	51	0.3%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	113	1.9%	0	0.0%	113	0.6%
Staff	1105	13.4%	948	16.0%	303	5.0%	2356	11.6%
Walking books	60	0.7%	3	0.1%	1	0.0%	64	0.3%
YA 12-17	52	0.6%	12	0.2%	30	0.5%	94	3.0%
YA-AV	263	3.2%	158	2.7%	185	3.0%	606	3.0%
Total	8245		5917		6099		20261	
All items borrowed by nonresidents	120	1.5%	158	2.7%	89	1.5%	367	1.8%

R7

Salary Ordinance 2022
Updated 7/11/22

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Emily Yost	Page	$7.25	6/24/22	10	D

We have hired Emily Yost as DeMotte Page, replacing Madelynn Curless who no longer works for the library.

We have examined and approved the changes to the 2022 Jasper County Public Library Salary Ordinance. Dated 7/11/22.

Janett Kingman

Julie Davidson

Director's Report
June 2022

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

2022 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2022 Salary Ordinance Update as presented.**

Workshop Request: I am requesting permission to register three staff for virtual 2022 ARSL (Association for Rural & Small Libraries) Conference: Connecting at the Crossroads, On Track to Real Change, scheduled for September 14-17, 2022. We have attended this conference in person previously and found it valuable and relevant. The virtual option is very affordable ($50 for members and $75 for nonmembers). Participants will have livestreams of keynote addresses and select sessions as well as a variety of on-demand virtual sessions that can be viewed on their own schedules. Money has been budgeted for registration fees. **If you approve the Consent Agenda items, you will approve registering staff for 2022 ARSL (Association for Rural & Small Libraries) Conference: Connecting at the Crossroads, On Track to Real Change.**

General Business:

DeMotte Parking Lot Project Update: Shannon and I met with architect Harry Mohler and Curt Albertson, Hamstra Project Manager, on June 28. We learned that they planned to pave the new parking lot July 5-8, and that they would begin to tear out and close down the hill the week of July 17-25. Work will begin on the program/plaza area around July 25. We continue to be in conversation about how we will transition the public from the old parking area to the new parking lot. Hamstra and Countryside are working hard to meet our needs for good patron access to the library.

Wheatfield Library Sensory Garden: Evie would like to add a sensory garden to the Wheatfield Library. I think it is a wonderful idea, and I am seeking board approval for this permanent addition to the Wheatfield Library. A sensory garden is a garden that has a collection of plants that are appealing to one or more of the five senses: sight, smell, sound, taste, and touch. Sensory gardens are accessible for all people to enjoy - disabled and non-disabled. Evie has a list of plants that will be appropriate for the garden. Jason will plant and maintain the plants. The garden will be located in the front portion of the lawn just to the southwest of the stone sign. Jason will create a handicap-accessible pathway from the public sidewalk to the garden, exiting to the paved parking lot, using crushed stone or rock appropriate for the project. We feel that this will be a lovely addition to the library grounds encouraging people to visit the library and have a nature experience. We will start small and keep things manageable. The Friends of the Wheatfield Library are in support of the project and have pledged $1000. We have not sought estimates for plants and stone, but I feel that the library could match that pledge which would give Evie $2000 to work with to start. We are fortunate that Jason has the knowledge needed to create the garden and pathway. We would plant the garden in the spring of 2023, but I wanted to seek board permission for this permanent addition so that Evie can begin selecting plants and Jason can plan the layout and design. **Board approval is needed to create a Sensory Garden at the Wheatfield Public Library.**

Delayed Opening August 22, 2022 – TLC Upgrade: Migration is set to begin on Saturday, August 20 at 5:30pm CT. We will be able to access circulation on Monday morning, August 22, but cataloging will not be totally ready to go until our post-migration phone call at 1pm on August 22. We may need to delay opening until 2pm or later on August 22 to give staff time to get adjusted and smooth out any wrinkles post upgrade. I am seeking board permission to delay opening on August 22 if it seems prudent to do so. I think we will have a better sense of this the closer we get to August 22, but I want to seek permission in advance as an aid in planning. **Board approval is needed to delay opening on August 22 for TLC Upgrade.**

Director's Report:

Two policies are up for review this month: Reciprocal Borrowing Policy and Brand & Logo Policy. No revisions are recommended.

We are in the final month of our ARPA grant, and here is where we stood as of July 1 as reported by Mel:

- As of June 9, we have mailed out all of our microfilm reels for digitizing.
- We have downloaded and transferred to AWS the tifs (archival images) from batches 1, 2 and 3 (of five).
- We have received, proofed, and reworked the metadata from batch 1 (of 5) from our vendor. This means batch 1 is completely done.
- The initial metadata for batch 2 is being uploaded from the vendor to their FTP server and should be ready for us to begin proofing next week.
- We have been in contact with Justin at the Hoosier State Chronicles and clarified his needs regarding the next step of this project. He wants to receive all of the files at the same time on a hard drive, or hard drives, and will embargo them for addition to the HSC as time becomes available.
- We are still double checking the collation from the final batch and expect to have it done by the end of next week.
- Finally, Patty has received for us an extension so that once we receive the final billing at the end of this month, we can present it to the board for

approval at the August 8 meeting and be within the parameters of the grant.

In partnership with the Jasper County Historical Society some of our local history books are being considered for digitization by Family Search. A few select items were picked up and taken to the Historical Society where a Family Search representative scanned the cover, title page, and a few other pages and sent them to Family Search to get approval for digitization. We special loaned the materials to the Historical Society for this one-day assessment. We used a signed inventory sheet to check them in/out verifying that they were returned in good condition. Items were returned to the library on the same day they were loaned. Any books that are approved by Family Search will be sent to the Historical Society again, when they are ready for them. Select items for consideration include:

- G.A.R No. 84 Record Book
- Jasper County Court Book of Cases 1897 thru 1901
- Jasper County Poor Farm Record Book
- 1919 Assessor's Plat Book Rensselaer Corp Jasper County
- G.A.R Applications in metal file box

We have agreed to pilot Jasper County Extension Office curriculum for a one-hour virtual training session on reducing the stigma associated with mental health. Ten members of our staff will be in the pilot group for this training taught by Carmen Fortney, Purdue Educator. Training is set for July 20, 2-3pmCT. The Extension office reached out to us to see if we would be willing to pilot the training. We are happy to help and expect to gain some valuable insight in the process.

We received a letter from the Indiana State Library on July 6 stating that "at its June 17th meeting, the Indiana Library & Historical Board (ILHB) found Jasper County Public Library to be in compliance with the Public Library Standards for 2021".

As indicated by our board approved Accounting Practices, Mileage is paid at the IRS approved rate. Beginning July 1, 2022, the mileage rate will increase to 62.5 cents per mile for the remainder of the year. Prior to July 1 the rate for 2022 was 58.5 cents per mile.

I received a letter from Ed Dumas explaining that he has sold his building on Harrison Street in Rensselaer, but the firm, Hodges and Davis, with whom Ed is affiliated is not closing their Rensselaer office. Ed's plan is to slow down and work more closely with Hodges & Davis attorneys. They do not need all of the space they are currently using, and Ed is ready to sell the building. I recently contacted Ed regarding some of our policies and found his assistance as valuable as ever. He is easily accessible. We are able to work together efficiently via telephone and email. I am pleased to be able to continue working with him.

System Administrator News

Sheila reports, "We have been experiencing issues with Julie at Manage Mobility not responding to our <hotspot> enable/disable data requests in a timely manner. She researched how MM could meet our response expectations set by her predecessor. She has requested and received direct access to enable/disable hotspot data through the T-Mobile portal (as opposed to emailing a 3rd party at T-Mobile and waiting for them to respond to the request). This should help get our requests completed in a timelier manner. I found that the hotspot model we currently use are no longer available. I reached out to my counterparts, and Lowell sent us 10 hotspots of the same model that we use (3 with batteries, the rest without). We can use these for replacements when needed."

Technical Services News

Becky reports, "I scheduled the TLC Pre-migration call for Monday, June 6 at 1:30 PM Central Time. The call included Patty Stringfellow, Mary Molenaar, Linda Poortenga, Mel Widner, Sheila Broussard, and myself. We have scheduled our migration for August 20th, a Saturday. TLC will begin the process once we have closed, so 5:30 PM CT. The process should take all weekend. Circulation should be available upon opening the following Monday, August 22. We have scheduled our follow-up call with TLC for that Monday at 1:00 PM CT. The same people will be on the call. After that call, and after I have created individual sign-on information for some employees, Cataloging should be ready to go. Cataloging staff have continued working in the TLC Sandbox to see what the new version will look and act like. It is the calm before the storm!"

DeMotte Library News

Shannon reports, "Dan has been working on keeping the weeds and beehives under control. He's gotten rid of at least 5 hives around the building. He's also been a tremendous help with the time lapse camera when I needed to take the camera down to update the firmware and again when we needed to take everything down so Sheila could send it back for a replacement. We received 2 comments from patrons: 1) A patron let us know she really appreciated our Pride month book tower display and 2) A mother of 3 teens thanked us for doing the teen summer reading programs. Her teens have really been enjoying them. We have been very busy this month and it feels good to have summer reading be back to "normal." Our completely online Beanstack summer is going great! Staff are finding it much easier to help patrons, redeem prizes without any paper, and pick winners for prizes. Autumn has become a happy advocate for Beanstack. The transition to completely online has been surprisingly smooth and patrons are coming along with us with very few questions. Our summer reading programs have been going great! The K-5 programs have been a hit with Hedgehog Hannah, Humane Indiana, Balloongenuity and a magician. Our numbers have been over 100 for every program. The teens are really enjoying their programs as well. They've had ocean terrariums, ocean glass, and a water relay.

Rensselaer Library News

Linda reports, "The Summer Reading programs for adults, teens, and children will run from June 1- July 18th this year. All ages can participate in the Summer Reading program "Oceans of Possibilities." For our adult program every book, magazine, audiobook, or eBook a patron reads/listens to their name is entered into a weekly prize drawing. We are using Beanstack once again this year to enhance our reading program with technology. We offered bookmarks and coloring pages for patrons that one of our Books to Bridge the Region members created that incorporated the Indiana Humanities book World of Wonders. Kayla has started going to Autumn Trace twice a month; to read to residence and then to provide a craft program. These have become quite popular."

Geocache –
Thanks be to Carnegie
Logged by: brown_cachers
Date: 5/29/2022
Log: Finally got my kids to go to the library! 😂

Wheatfield Library News

Evie reports, "We are currently down one senior staff member and preparing to lose another. One of the clerks will be moving into one of the senior staff positions in a couple of weeks, but I am still looking to fill the youth assistant and now a clerk position. Applications are slow to come in, and staff are having to cover some additional responsibilities at this time, especially with staff vacations. The Wheatfield Chamber of Commerce has taken over the Market in the Park and asked if the library would be the 'special guest' on June 4. Carolynn spent the morning representing the library and had a decent number of people stop by her booth. She had crafts for the kids, which they really seemed to enjoy, and the organizer of the market offered a $25 gift card for anyone stopping by. It was a good day and nice opportunity to get out! Jason has been working diligently to remove old mulch around our flowerbeds and replace it with stone. They are looking great, and it will be nice to know the stone will stay in place when we get heavy rains."

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in your packet. -Patty

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JCPL FINANCIAL STATEMENT

June 30, 2022

	Beginning 2022 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,181,439.75	**$211,384.76**	$1,156,371.67	**$591,196.72**	$1,440,622.05	**$1,465,690.13**
Public Library Access Card Fund	$0.00	**$0.00**	$65.00	**$0.00**	$65.00	**$0.00**
Gift Fund	$24,901.20	$2,290.54	$8,129.67	$379.10	$12,765.54	**$29,537.07**
DeMotte	$8,960.54	**$1,198.49**	$2,699.66	**$175.00**	$3,293.30	**$9,554.18**
Rensselaer	$13,449.69	**$933.30**	$3,795.18	**$104.10**	$6,226.99	**$15,881.50**
Wheatfield	$2,490.97	**$158.75**	$1,634.83	**$100.00**	$3,245.25	**$4,101.39**
Library Improvement Reserve Fund	$232,465.52	**$0.00**	$0.00	**$19.11**	$115.29	**$232,580.81**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,270,969.90	**$6,650.00**	$52,453.42	**$1,382.91**	$3,628.21	**$2,222,144.69**
Includes Investments of: $2,112,384.46						
Broadband Connectivity Grant Fund	$0.00	**$1,782.00**	$10,692.00	**$0.00**	$18,656.33	**$7,964.33**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$50.94	**$0.00**	$27.32	**$3.59**	$122.53	**$146.15**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
ARP Grant Fund	$0.00	**$2,736.04**	$2,844.19	**$0.00**	$108.15	**($2,736.04)**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$9,217.28**	$52,722.26	**$9,217.28**	$52,722.26	**$0.00**
FICA Tax Collected	$0.00	**$8,697.68**	$50,412.00	**$8,697.68**	$50,412.00	**$0.00**
State Tax Collected	$0.00	**$3,924.53**	$22,959.36	**$3,924.53**	$22,959.36	**$0.00**
County Tax Collected	$0.00	**$3,008.38**	$17,410.10	**$3,008.38**	$17,410.10	**$0.00**
INPRS	$0.00	**$3,196.20**	$18,757.02	**$3,196.20**	$18,757.02	**$0.00**
Deferred Comp Plan	$0.00	**$2,690.00**	$16,490.00	**$2,690.00**	$16,490.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,429.32**	$20,737.73	**$3,607.58**	$21,272.60	**$534.87**
Life Insurance	$0.00	**$337.60**	$2,065.76	**$337.62**	$2,065.88	**$0.12**
Garnishments	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,713,240.21**	**$259,344.33**	**$1,432,137.50**	**$627,660.70**	**$1,678,172.32**	**$3,959,275.03**

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Bank Balances

Jasper County Public Library

Report as of: **6/30/22**

	Bank	
1	Alliance Bank	$1,846,620.57
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,112,384.46
	Total all banks =	**$3,959,275.03**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	5/15/17	$166.95	Jan-22
								$202.07	Feb-22
								$395.05	Mar-22
								$522.90	Apr-22
								$894.42	May-22
								$1,373.52	Jun-22

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$3,554.91**

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Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **6/1/22** *To* **6/30/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$83,595.00	$0.00	$83,595.00	$6,966.26	$41,696.16	$41,898.84	50.1
1.12 SALARY OF ASSISTANTS	$1,227,154.00	$0.00	$1,227,154.00	$101,800.75	$593,746.83	$633,407.17	51.6
1.13 WAGES OF JANITORS	$100,212.00	$0.00	$100,212.00	$7,786.18	$40,316.02	$59,895.98	59.8
1.21 EMPLOYER'S SHARE-FICA	$107,939.00	$0.00	$107,939.00	$8,697.68	$50,412.00	$57,527.00	53.3
1.22 UNEMPLOYMENT COMPENSATION	$2,462.00	$0.00	$2,462.00	$0.00	$1,660.01	$801.99	32.6
1.23 EMPLOYER'S CONTRIB.- PERF	$126,700.00	$0.00	$126,700.00	$10,438.00	$61,460.14	$65,239.86	51.5
1.24 EMPLOYER'S CONTRIB.- INS.	$173,581.00	$0.00	$173,581.00	$11,075.23	$67,110.03	$106,470.97	61.3
Subtotal	*$1,821,643.00*		$1,821,643.00	$146,764.10	$856,401.19	$965,241.81	53.0
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$411.87	$88.13	17.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$330.42	$2,014.68	$4,985.32	71.2
2.21 CLEANING & SANITATION SUPPLIES	$8,000.00	$0.00	$8,000.00	$757.83	$2,222.01	$5,777.99	72.2
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$76.93	$1,229.03	$4,270.97	77.7
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$32.98	$1,467.02	97.8
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$63.62	$63.62	$336.38	84.1
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$104.95	$645.05	86.0
2.41 LIBRARY SUPPLIES	$15,500.00	$0.00	$15,500.00	$1,430.67	$7,769.62	$7,730.38	49.9
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$2,659.47	$13,848.76	$25,901.24	65.2
3. Other Services and Charge							

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Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3.13 LEGAL SERVICES	$6,000.00	$0.00	$6,000.00	$0.00	$3,597.00	$2,403.00	40.1
3.14 OTHER PROFESSIONAL SERVICES	$5,400.00	$0.00	$5,400.00	$1,502.12	$2,813.14	$2,586.86	47.9
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$2,274.50	$7,929.81	$22,170.19	73.7
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$6,375.00	$19,000.00	$12,500.00	39.7
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,077.52	$6,465.65	$7,534.35	53.8
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$388.95	$1,611.05	80.6
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$925.29	$4,886.99	$15,113.01	75.6
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$298.26	$556.38	$8,443.62	93.8
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$88.26	$483.00	$1,317.00	73.2
3.26 NETWORKING	$84,956.00	$0.00	$84,956.00	$975.39	$6,473.74	$78,482.26	92.4
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$403.60	$396.40	49.6
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$295.00	$3,205.00	91.6
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$14,388.50	$14,611.50	50.4
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,097.72	$11,879.58	$13,120.42	52.5
3.52 ELECTRICITY	$130,000.00	$0.00	$130,000.00	$9,097.36	$45,001.93	$84,998.07	65.4
3.53 WATER	$3,500.00	$0.00	$3,500.00	$220.90	$1,648.32	$1,851.68	52.9
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$612.88	$3,661.35	$4,338.65	54.2
3.61 BUILDING & STRUCTURES	$120,000.00	$0.00	$120,000.00	$18,517.47	$32,945.39	$87,054.61	72.5
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$350.00	$0.00	$350.00	$13.80	$239.03	$110.97	31.7
3.91 DUES	$2,600.00	$0.00	$2,600.00	$125.00	$1,850.54	$749.46	28.8
3.93 TAXES & ASSESSMENTS	$1,200.00	$0.00	$1,200.00	$0.00	$418.00	$782.00	65.2
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$10.00	$190.00	95.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$110,044.00	$0.00	$110,044.00	$4,653.18	$47,200.06	$62,843.94	57.1
Subtotal	*$690,170.00*		$690,170.00	$47,854.65	$212,835.96	$477,334.04	69.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$40,000.00	$0.00	$40,000.00	$109.99	$1,695.86	$38,304.14	95.8
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$9,568.14	$45,448.44	$104,551.56	69.7
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$379.34	$4,887.23	$11,612.77	70.4
4.53 NONPRINTED MATERIALS	$66,000.00	$0.00	$66,000.00	$4,049.07	$21,254.23	$44,745.77	67.8
Subtotal	*$272,500.00*		$272,500.00	$14,106.54	$73,285.76	$199,214.24	73.1
Grand Total	$2,824,063.00	$0.00	$2,824,063.00	$211,384.76	$1,156,371.67	$1,667,691.33	59.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From 6/1/22 *To* 6/30/22

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
2. Supplies							
2.23 OTHER OPERATING SUPPLIES	$0.00	$0.00	$0.00	$0.00	$54.87	($54.87)	#Div/0!
Subtotal	*$0.00*		$0.00	$0.00	$54.87	($54.87)	#Div/0!
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$350.00	$9,650.00	96.5
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$0.00	$0.00	$30,000.00	100.0
3.61 BUILDING & STRUCTURES	$720,657.00	$0.00	$720,657.00	$6,650.00	$51,098.60	$669,558.40	92.9
Subtotal	*$760,657.00*		$760,657.00	$6,650.00	$51,448.60	$709,208.40	93.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$100,000.00	$0.00	$100,000.00	$0.00	$949.95	$99,050.05	99.1
Subtotal	*$100,000.00*		$100,000.00	$0.00	$949.95	$99,050.05	99.1
Grand Total	$860,657.00	$0.00	$860,657.00	$6,650.00	$52,453.42	$808,203.58	93.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **6/1/22** *To* **6/30/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$10,692.00	($10,692.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$10,692.00	($10,692.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$10,692.00	($10,692.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3e

Appropriation Report for 281 ARP Grant Fund

Jasper County Public Library

Report Date: From 6/1/22 *To* 6/30/22

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.14 OTHER PROFESSIONAL SERVICES	$0.00	$0.00	$0.00	$2,690.64	$2,785.64	($2,785.64)	#Div/0!
3.22 POSTAGE	$0.00	$0.00	$0.00	$45.40	$58.55	($58.55)	#Div/0!
Subtotal	*$0.00*		$0.00	$2,736.04	$2,844.19	($2,844.19)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$2,736.04	$2,844.19	($2,844.19)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **6/1/22** *To* **6/30/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	344	PAYROLL	6/10/22	PAYROLL	$58,727.64
0	345	CHRISTINA SANDERS	6/10/22	Courier Mileage: 5/16 - 5/31/2022 (Conf #1137)	$398.97
0	346	INPRS fbo PERF	6/10/22	INPRS Contributions 6/10/22 Payroll	$6,898.49
0	347	IRS USA TAXPAYMENT	6/10/22	Federal Withholding, Medicare & FICA withheld 6/10/22 Payroll (Acknowledgement #23178866)	$13,389.21
0	348	NATIONWIDE	6/10/22	Annuity withheld 6/10/22 payroll	$1,345.00
0	349	TOWN OF DEMOTTE	6/10/22	Dem: Sewer & Water : May 2022 (Conf #1139)	$143.30
0	350	TOWN OF WHEATFIELD	6/10/22	WH: Sewer Service June 2022 (Conf #1138)	$77.35
38743	351	AARON'S LAWN CARE	6/13/22	DeM, Rens, & Wh: Mowing & edging	$1,084.00
38744	352	ACE HARDWARE	6/13/22	Paint supplies, wheelbarrow, voltage tester	$205.60
38745	353	ANTHEM BLUE CROSS BLUE	6/13/22	Health insurance premiums- June 2022	$13,370.70
38746	354	ANTHEM LIFE	6/13/22	Life insurance premiums- June 2022	$104.76
38747	355	APPLIED IMAGING	6/13/22	Quarterly maintenance agreement on patron copiers	$870.02
38748	356	BAKER & TAYLOR	6/13/22	Books, Continuations, AV, Auto. Yours	$8,212.63
38749	357	BAKER & TAYLOR ENTERTAIN	6/13/22	AV	$1,889.13
38750	358	BALLOONGENUITY	6/13/22	Summer Reading Presenter	$585.00
38751	359	CAPITAL ONE	6/13/22	Walmart: Library supplies	$331.22
38752	360	CENGAGE LEARNING INC/ GA	6/13/22	Opposing Viewpoints database subscription 5/27/22- 5/26/23	$1,014.50
38753	361	CENTURYLINK	6/13/22	Rens: Fax line- June 2022	$59.82
38754	362	CHICAGO TRIBUNE	6/13/22	DeM & Rens: Newspaper subscriptions Acct# 20468938	$379.34
38755	363	COLONIAL CLEANERS	6/13/22	DeM: Laundry	$16.12
38756	364	DELTA DENTAL	6/13/22	Dental insurance premiums- June 2022	$520.64
38757	365	DIGITAL DIVIDE DATA VENTU	6/13/22	Processing & digitization of newspaper microfilm- Batch 1	$2,690.64
38758	366	ENVISIONWARE, INC.	6/13/22	Patron computer reservation software annual maintenance	$921.51
38759	367	FINDAWAY WORLD, LLC	6/13/22	Wonderbooks, Launchpad power adapters	$367.88
38760	368	HAMSTRA BUILDERS, INC.	6/13/22	DeM: Parking Lot Project progress	$6,650.00
38761	369	HUMANE INDIANA, INC.	6/13/22	Summer Reading Program Presenter	$834.00
38762	370	ICC BUSINESS PRODUCTS	6/13/22	Janitorial, office, & library supplies	$176.37
38763	371	INDIANA GROCERY GROUP, L	6/13/22	Management Meeting refreshments, Tea program supplies & refreshments	$95.47
38764	372	INDIANA STATE LIBRARY	6/13/22	Info Express Delivery Services, 2 days/week	$1,046.00
38765	373	INDIANA WASTE SERVICE	6/13/22	DeM & Wh: Trash pick-up June 2022	$158.76
38766	374	JIM TURNPAUGH	6/13/22	Summer Reading Program Presenter	$750.00
38767	375	JOHNSON CONTROLS FIRE P	6/13/22	Rens: Replaced two batteries in fire panel	$759.00
38768	376	KAPCO	6/13/22	Easy Cover II book covers	$50.00
38769	377	KIRBY RISK CORPORATION	6/13/22	Wire connectors	$44.94
38770	378	MIDWEST TAPE LLC	6/13/22	AV	$759.50
38771	379	NICHE ACADEMY	6/13/22	Niche Academy annual subscription renewal	$1,260.00
38772	380	NIMBO IP LLC	6/13/22	Monthly Managed Service- May 2022	$815.00
38773	381	NIPSCO	6/13/22	DeM & Wh: Gas & electric service 5/2-5/31/22	$6,081.84
38774	382	NITCO	6/13/22	DeM: Local phone service- June 2022	$137.26
38775	383	OLLIS BOOK CORPORATION	6/13/22	Books	$920.84
38776	384	OVERDRIVE, INC.	6/13/22	Deposit on Account for Future Content Purchases	$6,375.00
38777	385	THE PENWORTHY COMPANY	6/13/22	Books	$1,565.49
38778	386	PRECISION CONTROL SYSTE	6/13/22	DeM: HVAC preventative maintenance; Rens: HVAC repair	$15,324.35
38779	387	RAYANN GILMORE	6/13/22	Mileage 3/17-5/31/22	$59.49
38780	388	SHANNON HELDAK	6/13/22	Mileage 2/15-5/12/22	$67.86

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38781	389	STEVE'S SPECIALIZED SERVI	6/13/22	Laundry	$40.00
38782	390	SUNRISE PACKAGING	6/13/22	Audiobook cases	$541.59
38783	391	THE LIBRARY CORPORATION	6/13/22	2022 TLCU Conference registration- unlimited attendees	$299.00
38784	392	TRUGREEN PROCESSING CE	6/13/22	Lawn treatments, grub preventative treatments, ornamental bed week control treatment	$1,102.94
38785	393	UNIQUE	6/13/22	Collections: Initial/Secondary Placements- May 2022	$120.45
38786	394	VSP INSURANCE CO. (CT)	6/13/22	Vision insurance premiums- June 2022	$190.88
38787	395	4IMPRINT, INC	6/13/22	Summer Reading prizes	$399.14
38788	396	BUSINESS CARD	6/13/22	Kahoot 360 subscription, Summer Reading prizes, postage to ship microfilm	$473.17
38789	397	CENTURYLINK	6/13/22	Wh: Fax line June 2022	$65.44
38790	398	CULLIGAN WATER CONDITIO	6/13/22	Wh: Water Cooler Rental- May 2022	$13.80
38791	399	DEMCO INC	6/13/22	Library supplies	$483.21
38792	400	ENA SERVICES LLC	6/13/22	Internet Service- May 2022	$1,782.00
38793	401	MIDWEST COLLABORATIVE F	6/13/22	Annual membership fee	$125.00
38794	402	ODP BUSINESS SOLUTIONS, L	6/13/22	Office, library, & janitorial supplies	$796.35
38795	403	QUILL LLC	6/13/22	Office, library, & janitorial supplies	$323.25
38796	404	SCHOLASTIC INC.	6/13/22	Summer Reading prizes	$322.48
38797	405	TRUGREEN PROCESSING CE	6/13/22	Insect & disease control treatments, Ash tree treatments	$1,877.49
38798	406	ULINE	6/13/22	Office & library supplies	$128.87
0	407	PAYROLL	6/24/22	PAYROLL	$57,825.55
0	408	AFLAC	6/24/22	Supplemental Insurance June 2022 (Conf #1142)	$655.17
0	409	ALLIANCE BANK	6/24/22	Direct Deposit Fees - May 2022	$36.80
0	410	CHRISTINA SANDERS	6/24/22	Courier Mileage: 6/1 - 6/15/2022 (Conf #1141)	$398.97
0	411	CITY OF RENSSELAER	6/24/22	Rens: Utilities: 5/5 - 6/3/22 (Conf #151633993)	$4,567.61
0	412	INDIANA DEPARTMENT OF RE	6/24/22	State & County Taxes withheld June 2022 Payrolls (Conf #0-008-325-211)	$6,932.91
0	413	INPRS fbo PERF	6/24/22	INPRS Contributions 6/24/22 Payroll	$6,735.71
0	414	IRS USA TAXPAYMENT	6/24/22	Federal Withholding, Medicare & FICA withheld 6/24/22 Payroll (Acknowledgement #03070809)	$13,223.43
0	415	NATIONWIDE	6/24/22	Annuity withheld 6/24/22 payroll	$1,345.00
0	416	T-MOBILE	6/24/22	Hotspot Data Service 5/2 - 6/1/22 (Conf #1140)	$975.39
0	424	ALLIANCE BANK	6/30/22	Positive Pay Fee- June 2022	$15.00
0	425	SQUARE, INC	6/30/22	Merchant Processing Fees- June 2022	$13.09

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$259,344.33**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, July 7, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $259,344.33

Date this 11th **day of** July **,20**22 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
June 30, 2022

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$605.11	$3,863.02
DeMotte	$103.21	$779.37		
Rensselaer	$348.96	$2,314.27		
Wheatfield	$152.94	$769.38		
PHOTOCOPIES:			$784.60	$4,600.12
DeMotte	$244.80	$1,375.60		
Rensselaer	$372.70	$2,446.22		
Wheatfield	$167.10	$778.30		
INTEREST (Checking, Repurchase, CDs):			$93.86	$488.77
TAXES:			$589,349.88	$1,429,687.34
Property Tax	$432,750.59	$833,997.25		
LOIT	$17,903.58	$107,421.48		
License Excise Tax	$69,460.00	$69,460.00		
Financial Institution Tax	$3,419.13	$3,419.13		
CVET(Commercial Vehicle Excise)	$8,738.00	$8,738.00		
LIT Certified Shares	$57,078.58	$406,651.48		
TAXABLE SALES:-			$1.27	$11.81
REFUNDS:			$362.00	$1,970.99
Rebates/Refund	$312.00	$312.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$50.00	$1,650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$8.99		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$591,196.72**	**$1,440,622.05**
PLAC FUND:			$0.00	$65.00
GIFT FUNDS:			$379.10	$12,765.54
DeMotte	$175.00	$3,293.30		
Rensselaer	$104.10	$6,226.99		
Wheatfield	$100.00	$3,245.25		
LIB. IMPROV. RESERVE FUND:			$19.11	$115.29
Interest Earned	$19.11	$115.29		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$1,382.91	$3,628.21
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$1,382.91	$3,628.21		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,656.33
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$3.59	$122.53
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$108.15
SUB-TOTAL (page 1)			**$592,981.43**	**$1,476,083.10**

F5b

WITHHOLDING ACCOUNT FUNDS:			$34,679.27	$202,089.22
FIT Tax Collected	$9,217.28	$52,722.26		
FICA Collected	$8,697.68	$50,412.00		
State Tax Collected	$3,924.53	$22,959.36		
County Tax Collected	$3,008.38	$17,410.10		
INPRS	$3,196.20	$18,757.02		
Deferred Comp Plan	$2,690.00	$16,490.00		
Pre-tax Insurance Plan	$3,607.58	$21,272.60		
Life Insurance	$337.62	$2,065.88		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$627,660.70**	**$1,678,172.32**

F6a

Voucher List

Jasper County Public Library

Report Date: From **7/1/22** ***To*** **7/11/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	417	PAYROLL	7/8/22	PAYROLL	$54,172.42
0	418	CHRISTINA SANDERS	7/8/22	Courier Mileage: 6/16 - 6/30/2022 (Conf #1143)	$398.97
0	419	INPRS fbo PERF	7/8/22	INPRS Contributions 7/8/22 Payroll	$6,344.40
0	420	IRS USA TAXPAYMENT	7/8/22	Federal Withholding, Medicare & FICA withheld 7/8/22 Payroll (Acknowledgement #72892529)	$12,177.40
0	421	NATIONWIDE	7/8/22	Annuity withheld 7/8/22 payroll	$920.00
0	422	TOWN OF DEMOTTE	7/8/22	Dem: Sewer & Water : June 2022 (Conf #1144)	$145.93
0	423	TOWN OF WHEATFIELD	7/8/22	Wh: Sewer Service July 2022 (Conf #1145)	$77.35
38799	426	4IMPRINT, INC	7/11/22	Promotional items	$3,191.64
38800	427	ACE HARDWARE	7/11/22	Paint scrapers, CPVC pipe	$26.26
38801	428	AMAZON CAPITAL SERVICES	7/11/22	Janitorial, maintenance, & office supplies, books, electric kettle	$325.75
38802	429	ANTHEM BLUE CROSS BLUE	7/11/22	Health insurance premiums- July 2022; B. Hopkins premiums- April, May, & June 2022	$16,936.22
38803	430	ANTHEM LIFE	7/11/22	Life insurance premiums- July 2022	$110.76
38804	431	AWE ACQUISITION, INC	7/11/22	AWE computer	$3,732.25
38805	432	BAKER & TAYLOR	7/11/22	Books, Continuations, AV, Auto. Yours	$14,245.61
38806	433	BAKER & TAYLOR ENTERTAIN	7/11/22	AV	$2,828.18
38807	434	BUSINESS CARD	7/11/22	Library & maintenance supplies, replacement battery	$1,099.63
38808	435	CAPITAL ONE	7/11/22	Walmart: Library & maintenance supplies	$357.74
38809	436	CENTURYLINK	7/11/22	Rens: Fax line- July 2022	$61.20
38810	437	COUNTRYSIDE LANDSCAPING	7/11/22	Wh: Sprinkler system start-up and repairs	$263.81
38811	438	CULLIGAN WATER CONDITIO	7/11/22	Wh: Water Cooler Rental- June 2022; 5-gallon drinking water- 6	$69.50
38812	439	DELTA DENTAL	7/11/22	Dental insurance premiums- July 2022	$520.64
38813	440	DIGITAL DIVIDE DATA VENTU	7/11/22	Digitization of newspaper microfilm: metadata for 2nd batch, scanning of batches 2 & 3	$7,504.79
38814	441	ENA SERVICES LLC	7/11/22	Internet Service- June 2022	$1,791.35
38815	442	FINDAWAY WORLD, LLC	7/11/22	Wonderbooks, Launchpad power adapters, Launchpads, Playaways	$1,496.85
38816	443	GOODWIN FIRE EQUIPMENT, I	7/11/22	Annual fire extinguisher inspection and maintenance	$1,029.10
38817	444	HAMSTRA BUILDERS, INC.	7/11/22	DeM: Parking Lot Project progress; Wh: HVAC repairs	$49,040.50
38818	445	INDIANA WASTE SERVICE	7/11/22	DeM & Wh: Trash pick-up July 2022	$174.50
38819	446	JANICE WILMA	7/11/22	Mileage 1/18-4/28/22	$215.87
38820	447	KANKAKEE VALLEY POST NE	7/11/22	Wh: Newspaper subscription Acct# 0047445	$99.00
38821	448	KIRBY RISK CORPORATION	7/11/22	LED bulbs, wire connectors	$257.18
38822	449	KONE, INC.	7/11/22	DeM: Elevator maintenance agreement 7/1-9/30/22	$498.33
38823	450	MAGAZINE SUBSCRIPTION SE	7/11/22	September - December 2022 magazine renewals	$2,517.52
38824	451	MIDWEST TAPE LLC	7/11/22	AV	$613.88
38825	452	MOHLER ARCHITECTS, P.C.	7/11/22	DeM: Parking lot project	$2,405.00
38826	453	NEILE TRAINOR	7/11/22	Mileage 4/6-6/29/22	$47.97
38827	454	NIMBO IP LLC	7/11/22	Monthly Managed Service- June 2022	$815.00
38828	455	NIPSCO	7/11/22	DeM & Wh: Gas & electric service 5/31-6/29/22	$6,513.24
38829	456	NITCO	7/11/22	DeM: Local phone service- July 2022	$139.77
38830	457	NWIWT LLC	7/11/22	Wh: Water testing	$27.00
38831	458	OLLIS BOOK CORPORATION	7/11/22	Books	$848.35
38832	459	PATTY STRINGFELLOW	7/11/22	Mileage 5/10-6/29/22	$102.96
38833	460	POST-TRIBUNE	7/11/22	DeM & Rens: Newspaper subscriptions Acct# 44365252	$188.00
38834	461	PRECISION CONTROL SYSTE	7/11/22	DeM & Rens: HVAC repairs	$2,124.45
38835	462	QUILL LLC	7/11/22	Janitorial, office, library, & maintenance supplies	$514.88

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
38836	463	LAURIE STEELE	7/11/22	Read the Books database subscription 7/1/22-6/30/23	$940.00
38837	464	REBECCA AMALONG	7/11/22	Mileage 3/17/22	$25.74
38838	465	RELIABLE EXTERMINATORS, I	7/11/22	Rens: Exterior & Interior Treatment	$230.00
38839	466	RENSSELAER ROTARY CLUB	7/11/22	2nd quarter dues & meals	$82.00
38840	467	ROEING CORPORATION	7/11/22	Tech Maintenance Support - 3rd Installment 2022	$6,250.00
38841	468	SCHOLASTIC INC.	7/11/22	Summer Reading prizes	$451.21
38842	469	THE LIBRARY CORPORATION	7/11/22	Hosted System Sept 2022- Aug 2023; Library.Solution Software Support Sept 2022-Aug 2023; Its.Marc Sept 2022-Aug 2023; AV Access on Its.Marc Sept 2022-Aug 2023	$31,896.00
38843	470	UNIQUE	7/11/22	Collections: Initial/Secondary Placements- June 2022	$87.60
38844	471	VICKI DONAHUE	7/11/22	Program presenter	$475.00
38845	472	VSP INSURANCE CO. (CT)	7/11/22	Vision insurance premiums- July 2022	$190.88
				Total Amount of Claims	**$237,599.58**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 11, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $237,599.58

Date this 11th **day of** July **,20**22.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

A
U
G.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 8, 2022, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of July Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10, R 12, R 14, R 16; R 30)
Resolution to Continue in the
Public Library Internet Consortium (R 30)

General Business

2023 Budget (R 20; R 25; R 31)	Action
Indiana Cyber Incident Report Law (R 31)	Information
DeMotte Parking Lot Project Update (R 31)	Information

Director's Report (R 30-R 34)	Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **July 11, 2022**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Janelle Harper, Janett Kingman, Mark Heinig, Julie Davidson, Patricia Stringfellow, Rayann Gilmore

Absent: Kristie Housman, Janet Umlauf

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the June Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, and request to register staff for virtual 2022 ARSL were approved on a motion by M. Heinig, seconded by J. Kingman. Motion passed.

DeMotte Parking Lot Project: P. Stringfellow reported that the asphalt is installed and that a third change order has been signed to finalize the stone for the story walk trail, red cedar granite. Very soon they will be shutting down the hill and transitioning patrons to parking on the new lot so that work can begin on the plaza/program area on or around July 25.

Wheatfield Library Sensory Garden: Evie would like to add a sensory garden to the Wheatfield Library. I think it is a wonderful idea, and I am seeking board approval for this permanent addition to the Wheatfield Library. A sensory garden is a garden that has a collection of plants that are appealing to one or more of the five senses: sight, smell, sound, taste, and touch. Sensory gardens are accessible for all people to enjoy - disabled and non-disabled. Evie has a list of plants that will be appropriate for the garden. Jason will plant and maintain the plants. The garden will be located in the front portion of the lawn just to the southwest of the stone sign. Jason will create a handicap-accessible pathway from the public sidewalk to the garden, exiting to the paved parking lot, using crushed stone or rock similar to what we are using for the story walk. We feel that this will be a lovely addition to the library grounds encouraging people to visit the library and have a nature experience. We will start small and keep things manageable. The Friends of the Wheatfield Library are in support of the project and have pledged $1000. We have not sought estimates for plants and stone, but I feel that the library could match that pledge which would give Evie $2000 to work with to start. We are fortunate that Jason has the knowledge needed to create the garden and pathway. We would plant the garden in the spring of 2023, but I want to seek board permission for this permanent addition so that Evie can begin selecting plants and Jason can plan the layout and design. M. Heinig moved to approve the installation of a Sensory Garden at the Wheatfield Library, seconded by K. Kaluf. Motion passed.

Delayed Opening August 22, 2022 – TLC Upgrade: Migration is set to begin on Saturday, August 20 at 5:30pm CT. We will be able to access circulation on Monday morning, August 22, but cataloging will not be totally ready to go until our post-migration phone call at 1pm on August 22. We may need to delay opening until 2pm or later on August 22 to give staff time to get adjusted and smooth out any wrinkles post upgrade. I am seeking board permission to delay opening on August 22 if it seems prudent to do so. I think we will have a better sense of this the closer we get to August 22, but I want to seek permission in advance as an aid in planning. K. Kaluf moved to approve delayed opening on August 22, 2022 for TLC Upgrade, seconded by J. Harper. Motion passed.

Director's Report: P. Stringfellow reported that beginning July 1, 2022, the mileage rate increased to 62.5 cents per mile for the remainder of the year. Prior to July 1 the rate for 2022 was 58.5 cents per mile. Mileage is paid at the IRS approved rate. We received a letter from the Indiana State Library on July 6 stating that at its June 17th meeting, the Indiana Library & Historical Board (ILHB) found Jasper County Public Library to be in compliance with the Public Library Standards for 2021. We have agreed to pilot Jasper County Extension Office curriculum for a one-hour virtual training session on reducing the stigma associated with mental health. Ten members of our staff will be in the pilot group for this training taught by Carmen Fortney, Purdue Educator. Training is set for July 20, 2-3pmCT. The Extension office reached out to us to see if we would be willing to pilot the training. We are happy to help and expect to gain some valuable insight in the process. In partnership with the Jasper County Historical Society some of our local history books are being considered for digitization by Family Search. A few select items were picked up and taken to the Historical Society where a Family Search representative scanned the cover, title page, and a few other pages and sent them to Family Search to get approval for digitization. Any items that are approved by Family Search will be sent to the Historical Society again, when they are ready for them. I received a letter from Ed Dumas explaining that he has sold his building on Harrison Street in Rensselaer, but the firm, Hodges and Davis, with whom Ed is affiliated is not closing their Rensselaer office. They will have a new location. Ed's plan is to slow down and work more closely with Hodges & Davis attorneys. They do not need all of the space they are currently using, and Ed is ready to sell the building. I recently contacted Ed regarding some of our policies and found his assistance as valuable as ever. He is easily accessible. We are able to work together efficiently via telephone and email. I am pleased to be able to continue working with him. The Board Budget Committee meeting to review the 2023 Budget is scheduled for July 27 at 8:30am at the Rensselaer Library. The meeting will be advertised as required.

Adjournment: With no further matters for discussion J. Kingman moved to adjourn the meeting at 6:16 PM, seconded by J. Harper.

Janelle Harper

Janelle Harper, Secretary Pro-Tem

Julie Davidson

Attest: Julie Davidson, President

CIRCULATION BY HOLDINGS CODE
July 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	24	2	5	31
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	30	4	0	34
Blu-Ray (DBR)	95	8	4	107
Books on CD (DBKCD)	17	6	0	23
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	23	2	1	26
Digital Audiobooks (DDA)	26	1	2	29
DVD (DDVD)	914	120	47	1081
Equipment (DEQP)	36	0	0	36
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	364	25	19	408
Fiction Fantasy (DFICF)	6	8	0	14
Fiction Inspirational (DFICI)	86	9	0	95
Fiction Mystery (DFICM)	91	7	3	101
Fiction New (DFICNEW)	408	19	25	452
Fiction Science Fiction (DFICSF)	8	1	0	9
Fiction Western (DFICW)	2	0	2	4
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	45	1	0	46
Hanging Bags (DHANG)	31	0	1	32
Hotspots (DWIFI)	4	32	7	43
ILL (DILL)	25	0	0	25
Internet (DINTER)	373	0	0	373
Juv. Audio book (DJAUDB)	17	1	0	18
Juv. Biography (DJBIO)	25	1	1	27
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	16	0	0	16
Juv. Digital Device (DJDDP)	23	1	1	25
Juvenile Easy (DJE)	868	11	22	901
Juv. Easy Non-fiction (DJENF)	56	2	2	60
Juv. Easy Reader (DJER)	342	1	1	344
Juv. Easy Reader NF (DJERN)	13	1	0	14
Juv. Fiction (DJFIC)	668	12	16	696
Juv. Graphic Novel (DJGN)	171	3	5	179
Juv. Holiday books (DJHOL)	14	0	0	14
Juv. Launchpads (DPTAB)	3	0	0	3
Juv. Magazine (DJMAG)	52	0	0	52
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	339	5	23	367
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	127	3	1	131
Large Print Fiction (DLPF)	119	8	10	137
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	110	6	4	120
Large Print Nonfic (DLPNF)	10	0	0	10
Large Print Western (DLPW)	12	0	2	14
Magazine (DMAG)	257	0	1	258
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	0	0	5
Nonfiction 100 (DNF100)	17	1	0	18
Nonfiction 200 (DNF200)	15	1	1	17
Nonfiction 300 (DNF300)	25	3	2	30
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	14	1	2	17
Nonfiction 600 (DNF600)	71	11	18	100
Nonfiction 700 (DNF700)	37	1	4	42
Nonfiction 800 (DNF800)	4	3	3	10
Nonfiction 900 (DNF900)	22	0	3	25
Nonfiction Blu-Ray (DNFBR)	3	1	0	4
Nonfiction DVD (DNFDVD)	30	3	3	36
Nonfiction (DNFIC)	4	0	0	4
Nonfiction New (DNFNEW)	101	6	11	118
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	3	0	0	3
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	0	5
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	93	1	94
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	9	0	0	9
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	4	0	0	4
YA Biography (DYAB)	0	1	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	145	2	9	156
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	12	0	4	16
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	26	2	29
Blu-Ray (RBR)	4	152	12	168
Books on CD (RBKCD)	4	31	2	37
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	0	52	0	52
Digital Audiobooks (RDA)	0	6	0	6
DVD (RDVD)	45	1092	55	1192
Equipment (REQP)	0	10	0	10
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	39	387	19	445
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	35	238	12	285
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	73	4	77
Hanging Bag (RHANG)	1	58	3	62
Hotspots (RWIFI)	2	41	6	49
ILL (RILL)	0	12	0	12
Internet (RINTER)	0	282	0	282
Juv. Audio book (RJAUDB)	0	22	0	22
Juv. Biography (RJBIO)	4	2	2	8
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	26	0	26
Juv. Digital Device (RJDDP)	0	11	0	11
Juvenile Easy (RJE)	25	296	23	344
Juv. Easy Non-fiction (RJENF)	5	57	3	65
Juv. Easy Reader (RJER)	1	361	1	363
Juv. Easy Reader NF (RJERN)	8	66	4	78
Juv. Fiction (RJFIC)	25	247	11	283
Juv. Graphic Novel (RJGN)	8	84	6	98
Juv. Launchpads (RPTAB)	7	15		22
Juv. Magazine (RJMAG)	0	12	0	12
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	162	16	187
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	8	122	5	135
Large Print Fiction (RLPF)	5	122	4	131
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	3	122	2	127
Large Print Nonfic (RLPNF)	0	11	0	11
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	161	0	161
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	2	0	2
Non-Fiction 100 (RNF100)	3	5	3	11

Non-Fiction 200 (RNF200)	12	12	0	24
Non-Fiction 300 (RNF300)	8	41	3	52
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	1	13	3	17
Non-Fiction 600 (RNF600)	20	139	18	177
Non-Fiction 700 (RNF700)	10	45	1	56
Non-Fiction 800 (RNF800)	0	10	3	13
Non-Fiction 900 (RNF900)	2	24	2	28
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	4	51	2	57
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	17	94	27	138
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	9	0	9
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	46	10	2	58
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	6	3	55	64
STEAM Kits (RSTEAM)	0	6	0	6
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	2	0	2
YA Biography (RYAB)	0	2	0	2
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	42	5	51
YA Music CD (RYACD)	0	7	0	7
YA Nonfiction (RYANF)	0	7	1	8
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	1	0	1

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	2	11	14
Blu-Ray (WBR)	2	5	124	131
Books on CD (WBKCD)	1	12	38	51
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	1	0	32	33
Digital Audiobooks (WDA)	0	2	18	20
DVD (WDVD)	47	65	744	856
Equipment (WEQP)	0	0	1	1
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	29	12	175	216
Fiction Fantasy (WFICF)	5	0	14	19
Fiction Inspirational (WFICI)	5	1	49	55
Fiction Mystery (WFICM)	5	4	33	42

Fiction New (WFICNEW)	35	16	136	187
Fiction Science Fiction (WFICSF)	0	0	5	5
Fiction Western (WFICW)	0	0	8	8
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	1	31	33
Hanging Bags (WHANG)	1	0	50	51
Hotspots (WWIFI)	1	33	10	44
ILL (WILL)	0	3	22	25
Internet (WINTER)	0	0	127	127
Juv. Audio book (WJAUDB)	12	0	8	20
Juv. Biography (WJBIO)	0	0	10	10
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	7	7
Juv. Digital Device (WJDDP)	5	0	7	12
Juvenile Easy (WJE)	25	1	313	339
Juv. Easy Non-fiction (WJENF)	10	0	82	92
Juv. Easy Reader (WJER)	39	0	211	250
Juv. Easy Reader NF (WJERN)	1	0	19	20
Juv. Fiction (WJFIC)	87	21	388	496
Juv. Graphic Novel (WJGN)	10	2	148	160
Juv. Launchpads (WPTAB)	5	0	6	11
Juv. Magazine (WJMAG)	8	0	65	73
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	16	1	190	207
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	12	0	182	194
Large Print Fiction (WLPF)	12	3	79	94
Large Print Inspirational (WLPI)	1	3	2	6
Large Print Mystery (WLPM)	2	0	13	15
Large Print New (WLPN)	15	3	66	84
Large Print Nonfic (WLPNF)	0	2	6	8
Large Print Western (WLPW)	0	0	1	1
Magazine (WMAG)	6	0	51	57
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	2	1	8	11
Non-Fiction 200 (WNF200)	3	4	7	14
Non-Fiction 300 (WNF300)	5	2	12	19
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	0	0	9	9
Non-Fiction 600 (WNF600)	7	5	47	59
Non-Fiction 700 (WNF700)	4	0	8	12
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	1	1	31	33
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	2	0	56	58
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	4	8	41	53
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	13	13
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	1	1
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	31	9	122	162
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	1	2
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7210	5538	4428	17176

CIRCULATION BY HOLDINGS CODE
July 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	24	2	5	31
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	32	32	13	77
Blu-Ray (BR)	104	167	141	412
Books on CD (BKCD)	22	49	40	111
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	24	54	33	111
Digital Audiobooks (DA)	26	9	20	55
DVD (DVD)	1006	1277	846	3129
Equipment (EQP)	36	10	1	47
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	432	424	213	1069
Fiction Fantasy (FICF)	11	8	14	33
Fiction Inspirational (FICI)	91	10	49	150
Fiction Mystery (FICM)	96	11	36	143
Fiction New (FICNEW)	478	273	173	924
Fiction Science Fiction (FICSF)	8	1	5	14
Fiction Western (FICW)	2	0	10	12

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	46	75	35	156
Hanging Bags (HANG)	33	58	54	145
Hotspots (WIFI)	7	106	23	136
ILL (ILL)	25	15	22	62
Internet (INTR)	373	282	127	782
Juv. Audio book (JAUDB)	29	23	8	60
Juv. Biography (JBIO)	29	3	13	45
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	16	26	7	49
Juv. Digital Device (JDDP)	28	12	8	48
Juvenile Easy (JE)	918	308	358	1584
Juv. Easy Non-Fiction (JENF)	71	**59**	87	217
Juv. Easy Reader (JER)	382	362	213	957
Juv. Easy Reader NF (JERN)	22	67	23	112
Juv. Fiction (JFIC)	780	280	415	1475
Juv. Graphic Novel (JGN)	189	89	156	434
Juv. Holiday (JHOL)	14	0	0	14
Juv. Launchpads (PTAB)	15	15	6	36
Juv. Magazine (JMAG)	60	12	65	137
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	364	168	229	761
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	147	125	188	460
Large Print Fiction (LPF)	136	133	93	362
Large Print Inspirational (LPI)	1	3	2	6
Large Print Mystery (LPM)	2	0	13	15
Large Print New (LPN)	128	131	72	331
Large Print Nonfic (LPNF)	10	13	6	29
Large Print Western (LPW)	12	0	3	15
Magazine (MAG)	263	161	52	476
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	2	0	7
Non-Fiction 100 (NF100)	22	7	11	40
Non-Fiction 200 (NF200)	30	17	8	55
Non-Fiction 300 (NF300)	38	46	17	101
Non-Fiction 400 (NF400)	1	1	0	2
Non-Fiction 500 (NF500)	15	14	14	43
Non-Fiction 600 (NF600)	98	155	83	336
Non-Fiction 700 (NF700)	51	46	13	110
Non-Fiction 800 (NF800)	4	13	9	26
Non-Fiction 900 (NF900)	25	25	36	86
Non-Fiction Blu-Ray (NFBR)	3	2	1	6
Non-Fiction DVD (NFDVD)	36	54	61	151
Nonfiction (NFIC)	4	0	0	4
Nonfiction New (NFNEW)	122	108	79	309
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	1	0	2
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	3	9	13	25
Reference (REF)	19	14	35	68
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	1	1	7
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	46	10	2	58
SRCS (From other libraries III-SRC	0	93	1	94
SRCS (SRCSW) Wheatfield	6	3	55	64
STEAM Kits (STEAM)	9	6	1	16
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	4	2	1	7
YA Biography (YAB)	0	3	0	3
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	180	53	136	369
YA Music CD (YACD)	0	7	0	7
YA Nonfiction (YANF)	13	7	6	26
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	1	0	1
				0
Free reads	286	83	150	519
Games/Puzzles	80	0	11	91
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7598	5637	4622	17857

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1683	1078	833	3594
Nonfiction	507	510	347	1364
CHILDREN'S BOOKS				
Fiction	2462	1233	1358	5053
Nonfiction	478	230	329	1037
YA BOOKS				
Fiction	226	128	171	525
Nonfiction	13	10	6	29
Preloaded Dig Dev, Child	15	15	6	36
Magazines, Adult	263	162	52	477
Magazines, Children	60	12	65	137
Sound Recordings, adult	76	114	95	285
Sound Recordings, ch	78	114	69	261
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	52	106	58	216
STEAM Kits	9	6	1	16

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1152	1509	1062	3723
Equipment	43	116	24	183
Total	7117	5343	4476	16936
A-V Circulation	1306	1737	1226	4269
A-V Circulation as % of total	18.4%	32.5%	27.4%	25.2%

CIRCULATION STATISTICS
July 2022

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	**Total Circ.**
ADULT BOOKS										
Fiction	125	0	**1,683**	117	34	**1,078**	85	1	**833**	**3,594**
Nonfiction	49	209	**507**	46	70	**510**	25	0	**347**	**1,364**
CHILDREN'S BKS										
Fiction	60	1	**2,462**	51	2	**1,233**	45	5	**1,358**	**5,053**
Nonfiction	54	1	**478**	13	1	**230**	10	0	**329**	**1,037**
YA BOOKS										
Fiction	14	0	**226**	14	0	**128**	9	1	**171**	**525**
Nonfiction	2	0	**13**	0	0	**10**	0	0	**6**	**29**
Preloaded Dig Dev	2	0	**15**	4	0	**15**	5	0	**6**	**36**
Magazines,Adult	0	0	**263**	0	0	**162**	0	0	**52**	**477**
Magazines, Child	0	0	**60**	0	0	**12**	0	0	**65**	**137**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	22	0	**76**	17	0	**114**	17	0	**95**	**285**
Sound Rec/Child	3	0	**78**	9	0	**114**	0	0	**69**	**261**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**52**	0	0	**106**	0	0	**58**	**216**
STEAM Kits	0	0	**9**	0	0	**6**	0	0	**1**	**16**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	32	2	**1,152**	43	21	**1,509**	28	0	**1,062**	**3,723**
Equipment	0	0	**43**	0	0	**116**	0	0	**24**	**183**
TOTAL	363	213	**7,117**	314	128	**5,343**	224	7	**4,476**	**16,936**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	86,565	79,246	61,761
Circulation Increase/Decrease	**5.1%**	**6.9%**	**2.4%**

MONTHLY SYSTEM STATISTICS	2021	2022	% change
Current month's Circulation	16,141	16,936	4.9%
Jan. to date circulation	110,906	121,335	9.4%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	Start of Month Volumes	End of Month Volumes	
						ADULT BOOKS
24,905	25,030	17,004	17,087	15,746	15,830	**Fiction**
19,927	19,767	19,222	19,198	8,559	8,584	**Nonfiction**
						CHILDREN'S BKS
16,396	16,455	15,127	15,176	13,749	13,789	**Fiction**
9,654	9,707	6,536	6,548	6,748	6,758	**Nonfiction**
						YA BOOKS
2,509	2,523	3,424	3,438	3,485	3,493	**Fiction**
670	672	347	347	83	83	**Nonfiction**
9	11	14	18	26	31	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,780	3,802	910	927	4,989	5,006	**Sound Rec/Adult**
672	675	4,228	4,237	827	827	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,624	7,654	11,521	11,543	7,233	7,261	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
86,415	86,565	79,060	79,246	61,544	61,761	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
July 2022

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	268	58	199	43	270	59	737	160
LOCAL HISTORY								
In person	4	1	4	1	0	0	8	2
Letters written	18	18	5	5	0	0	23	23
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	373	16	282	12	127	5	782	33
Internet use-Wireless	1023		1178		651		2852	
VCR Use	0	0	0	0	0	0	0	0
Microforms	14	2	10	1	0	0	24	3
Public FAX24	35		20		25		80	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	20	7	0	0	20	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	9		5		10		24	
Outreach activities	12	12	0	0	0	0	12	8
Meeting Room Use (no. of group	36	12	47	16	26	9	109	36
Study room use	54	5	53	4	31	3	138	12
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							3544	
IN-HOUSE USE ITEMS	258		200		48		506	
SELF-CHECKOUT USE	68		102		46		216	
INTERLIBRARY LOANS								
Requests made for:	25	6	13	3	37	9	75	19
Items rec'd for:	19	10	14	7	35	18	68	34
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6098	10399	3783	20280
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	212	429	99	740
Number of New Patrons Added	41	26	17	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	4	24	3	18	5	30	12	72
Number attending	132		186		132		450	
YA Programs (14-17)	3	18	1	6	4	24	8	48
Number attending	37		4		52		93	
Adult Programs	7	42	12	72	4	24	23	138
Number attending	40		57		33		130	
Senior Citizen Programs	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Total Number of Programs	**14**	84	**16**	96	**13**	78	**43**	258
Total Persons Attending	**209**		**247**		**217**		**673**	
Total Attending Same Month Last Yr.	179		123		132		434	
Total Staff Hours Spent		223		195		180	598	594
Total Number of In-House Program	**11**		**13**		**13**		**37**	
Total Attendance	**202**		**169**		**217**		**588**	
Total Number of Outreach Progran	**3**		**3**		**0**		**6**	
Total Attendance	**7**		**78**		**0**		**85**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4800	66.6%	3544	66.4%	3233	72.5%	11577	68.1%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	226	3.1%	129	2.4%	89	2.0%	444	2.6%
Juvenile-AV	721	10.0%	374	7.0%	567	12.7%	1662	9.8%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	82	1.1%	119	2.2%	51	1.1%	252	1.5%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	0	0.0%	68	1.3%	0	0.0%	68	0.4%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	3	0.1%	0	0.0%	3	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	94	1.8%	0	0.0%	94	0.6%
Staff	1009	14.0%	905	17.0%	353	7.9%	2267	13.3%
Walking books	47	0.7%	6	0.1%	0	0.0%	53	0.3%
YA 12-17	34	0.5%	19	0.4%	18	0.4%	71	3.0%
YA-AV	284	3.9%	78	1.5%	151	3.4%	513	3.0%
Total	7203		5339		4462		17004	
All items borrowed by nonresidents	82	1.1%	190	3.6%	51	1.1%	323	1.9%

R7

Salary Ordinance 2022
Updated 8/8/22

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Thomas Wampler	Library Assistant II	$12.82	7/18/22	32	W
Rebecca Nikolaou	Page	$7.25	8/1/22	9	W
Kimberly Packard	Clerk	$10.22	8/3/22	14	W

We have promoted Morgan Wampler (aka Thomas Wampler) to Library Assistant II, replacing Nanette Speacht who no longer works for the library.

We have hired Rebecca Nikolaou as Wheatfield Page replacing Madison Cole who no longer works for the library.

We have hired Kimberly Packard as Wheatfield Clerk, replacing Morgan Wampler who was promoted to Wheatfield Assistant II.

We have examined and approved the changes to the 2022 Jasper County Public Library Salary Ordinance. Dated 8/8/22.

Janet Umlauf

Julie Davidson

Janett Kingman

R10

Jasper County Public Library Food, Tobacco, Drug and Alcohol Policy

Food is prohibited in all public areas of the library, except for the study and meeting rooms and the coffee café area at the Wheatfield Library.

Non-alcoholic beverages carried in covered containers are allowed in public areas of the library. Use of alcoholic beverages is prohibited on all library property.

State Law prohibits smoking within eight (8) feet of the public entrance. The use of tobacco products inside the library is not permitted. (Smoking in any form, including e-smoking, is prohibited.)

The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substances is prohibited on library property. Violations will be reported to local law enforcement authorities.

8/94; last revised 8/22

R12

Jasper County Public Library Walking Books Policy

Our Walking Books Service is available to residents of the Jasper County Public Library service district who are homebound, either on a permanent or temporary basis. Delivery may be door to door at the discretion of the library.

Books, magazines, audio books, computer software, non-fiction videos, and CDs will circulate according to our Circulation Policy. Entertainment video due dates will align with delivery dates.

~~Items checked out through the Walking Book Service will not accrue overdue fines.~~

Patrons are expected to be appropriately attired when receiving library services and behave in a manner that is in keeping with the Library Behavior Policy.

4/98; last reviewed 8/16; revised 8/22

R14

Jasper County Public Library Capital Asset Policy

Assets with an estimated useful life of more than one year and an original cost of $5000 or more will be considered Capital Assets. In addition, the aggregate of all books and similar materials with a useful life of more than one year, regardless of the original cost, will be considered Capital Assets. For accountability and safeguarding of assets an inventory will be kept on all items costing less than $5000 but more than $200, which will be classified as Non-Capital Assets.

The Business Manager is responsible for maintaining the Capital Asset Ledger. To ensure that the Business Manager receives all information needed to properly maintain the Capital Asset Ledger, Department Heads will submit capital asset information to the Business Office upon receipt of the capital asset via the Capital Asset Information form.

Depreciable assets include: buildings, improvements other than buildings, machinery and equipment, computers, and collections (materials). The straight-line method of depreciation will be used for buildings, improvements other than buildings, machinery & equipment, and computers. The composite method of depreciation will be used for collections (materials). A full year of depreciation will be taken in the year the capital asset was purchased.

The Useful Life of Depreciable Assets (how long we expect to keep assets) are as follows:

- Buildings - 50 years
- Improvements other than buildings – 15 years
- Machinery & Equipment – 10 years
- Computers – 5 years
- Collections (materials) –
    - Books – 7 years
    - Non-print – 5 years
    - Periodicals (not including newspapers) – 2 years

Additional assumptions in regard to collections (materials):

- The library collection is recorded on the Capital Asset Ledger based on the actual cost of the items.
- An asset that is disposed of is considered fully depreciated in the year of disposal regardless of how long it has been in service.
- Annual depreciation and reduction in accumulated depreciation is calculated at year end.
- Assets are removed based on historical cost of items removed in the year of removal or an estimated per unit cost.

Non-Depreciable Assets include land, construction in progress, artwork, and historical artifacts. Artwork and historical artifacts will be considered in two unique groups.

Capital Assets are recorded at historical or original cost. If historical or original cost is not known a reasonable estimate will be made. Normally the cost recorded is the purchase price or construction costs of the asset, but also included are any other reasonable and necessary costs incurred to place the asset in its intended use that can be directly related to the asset. Such costs could include legal/title fees; appraisal/negotiation fees; damage payments; land preparation/demolition costs; architect/accounting fees; design/consulting fees; and transportation charges.

Information used to determine asset valuation, estimated useful life, historical cost and depreciation will be maintained.

3/04; reviewed 8/20; revised 12/21; revised 8/22

R16

Jasper County Public Library Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing. Patrons will be blocked from borrowing materials when one of the following conditions is met:

- Account balance exceeds $5.00
- Borrower has an overdue hotspot
- A single borrowed item becomes 8 weeks overdue
- Borrower library card has expired

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, and library employees are eligible for free Jasper County Public Library cards.

Non-resident students attending and non-resident teachers teaching at a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card in good standing from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Reciprocal cards must be renewed annually. Only residents of Jasper County, excluding Carpenter Township and persons owning property in Jasper County, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children, adults, and Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. Parents or legal guardians are not required to have their own card.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are long overdue or damaged.

Library cards do have expiration dates. Patrons in Collections are not allowed to renew or purchase a card until their account has a zero balance.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Blu-ray/DVD's, nonfiction	3 weeks
Blu-ray/DVD's, entertainment:	1 week
Hotspot	1 week
Launchpads/STEAM kits	1 week
Newspapers	1 week
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
VCR/DVD player:	in house use only
E-devices	in house use only

All materials may be renewed for ~~five~~ three additional loan periods except for Hotspots. All circulating materials may be held for patrons. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

For school purposes books may be borrowed for an extended loan period of 6 weeks (with three ~~five~~ three–week renewals).

Loan Limits

Blu-ray/DVDS:	5 entertainment Blu-rays, 5 nonfiction Blu-rays, 5 entertainment DVDs, and 5 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray/DVD's with signed parental permission form.
CD's:	20 adult cds, 20 YA cds, and 20 jcds per borrower's card (multiple CD sets count as one item)
Hotspots:	1 per adult card
Launchpads/STEAM kits	1 per card
All other materials:	Unlimited loan

Fines and Fees

May only be paid in US currency. Fines do not accrue on days the library is closed. Fines will never exceed the original cost of the overdue item. No refunds will be issued except in the case of library error.

Overdue materials:	Hotspot	$5.00 per day per item
Overdue materials referred to collection agency:		$10.00 per borrower plus overdue fines/fees

The lending library determines the fees that patrons will pay for lost or damaged ILL items.

Equipment Loans:	$2.00 per day; $10.00 deposit
(exception-LCD projector $10/day with	$100 deposit) refunded when material is returned undamaged
Lost Book	Original retail cost of item plus $5.00 processing fee
Transparent Language	Original retail cost of item plus $10.00 processing fee
Lost audiobook/Playaway/Playaway Views:	Original retail cost of item plus $10 processing fee
Lost or damaged pamphlets:	$1.00 per item plus $1.00 processing fee
Lost or damaged magazine:	$5.00 plus $3.00 processing fee
Other lost or damaged materials:	Original retail cost of item plus $5.00 processing fee.
Lost or damaged Hotspot:	Original retail cost of item plus $10 processing fee
Lost or damaged Launchpad/STEAM Kit/Wonderbook:	Original cost of item plus $5 processing fee

Patrons are required to pay for lost or damaged equipment and peripherals. Prices for equipment and peripherals do fluctuate. Fees will not be written into this policy. Instead the Business Manager will provide each library a current price list for equipment and peripherals that is based upon cost to the library.

Definition of Damaged Materials: Any material damaged while checked out to a patron where the damage is extensive enough to warrant removal from the collection and/or the material is deemed beyond repair. Examples of such damage include, but are not limited to, the following types of damage:

- Water, heat, smoke, fire, and/or mold damage
- Chewed, broken, torn, or otherwise damaged covers, pages, cases, discs, etc.
- Excessive writing, highlighting, or marking on library materials
- Malicious disfigurement of the physical item
- Malodorous items (pervasive, strong odors)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

$20.00	all hardback books, Blu-ray/DVDs, CDs
$8.00	all paperbacks
$1.00	all vertical file items, newspapers

Lost or damaged borrower's card:	$2.00
Photocopy Fees:	5 cents per side (black/white) 20 cents per side (color)

Printing Fees: 5 cents per side (black/white) or 20 cents per side (color); printing from online catalog is free

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives
Earbuds
DVD + R Writeable DVD

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Curbside Service: This service will be available anytime the library is open for business for materials pick-up. All circulating materials are available to be placed on hold and can be distributed through the curbside pick-up service. See Curbside Service Policy.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. See Interlibrary Loan Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL system.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

7/96; revised 8/22

R20

	2019 Disbursed	2020 Disbursed	2021 Budget	2021 Disbursed full year	2022 Budget	2022 Disbursed 6/30/2022	2023 Proposed Budget	% of Total 2023 Budget
PERSONAL SERVICES								
1.1 Salaries and wages								
11 Salary of librarian	$77,158	$79,464	$81,162	$81,095	$83,595	$41,696	$86,944	
12 Salary of Assistants	$1,136,584	$1,182,129	$1,205,452	$1,177,850	$1,227,154	$593,747	$1,220,279	
13 Wages of Janitor	$88,434	$91,767	$98,306	$82,418	$100,212	$40,316	$99,251	
1.2 Employee benefits								
21 Employer: FICA	$96,932	$100,901	$105,946	$99,894	$107,939	$50,412	$107,595	
22 Unemployment Comp	$2,411	$2,649	$2,464	$2,176	$2,462	$1,660	$2,531	
23 Employer: PERF	$116,936	$122,308	$124,140	$122,212	$126,700	$61,460	$125,868	
24 Employer: Group Insur.	$130,568	$135,641	$167,607	$142,111	$173,581	$67,110	$175,454	
1.3 Other personal services								
31 Other personal services								
Total Personal Services	$1,649,024	$1,714,857	$1,785,077	$1,707,756	$1,821,643	$856,401	$1,817,922	62.7%
SUPPLIES								
2.1 Office supplies								
11 Official records	$95	$336	$500	$46	$500	$412	$500	
12 Stationery/printing	$0	$0	$500	$0	$500	$0	$500	
13 Other office supplies	$6,324	$4,660	$7,000	$5,718	$7,000	$2,015	$6,500	
2.2 Operating supplies								
21 Cleaning/sanitation	$5,974	$5,560	$7,000	$6,505	$8,000	$2,222	$7,500	
22 Fuel/oil/lubricants	$0	$0	$0	$0	$0	$0	$0	
23 Other operating supplies	$4,324	$3,488	$5,500	$4,506	$5,500	$1,229	$6,500	
2.3 Repair/maintenance supplies								
31 Building materials	$791	$123	$1,500	$104	$1,500	$33	$1,500	
32 Painting supplies	$233	$58	$400	$69	$400	$64	$400	
33 Repair parts	$521	$202	$750	$223	$750	$105	$750	
2.4 Other supplies								
41 Library supplies	$16,148	$5,952	$16,500	$9,713	$15,500	$7,770	$16,500	
42 Marketing supplies	$100	$0	$100	$5	$100	$0	$100	
Total Supplies	$34,510	$20,378	$39,750	$26,889	$39,750	$13,850	$40,750	1.4%

		2019 Disbursed	2020 Disbursed	2021 Budget	2021 Disbursed full year	2022 Budget	2022 Disbursed 6/30/2022	2023 Proposed Budget	% of Total 2023 budget
3	**OTHER SERVICES/CHARGES**								
3.1	**Professional services**								
11	Consulting services	$0	$0	$0	$0	$0	$0	$0	
12	Engineer/Arch Services	$0	$0	$0	$0	$0	$0	$0	
13	Legal services	$4,261	$7,480	$5,000	$5,816	$6,000	$3,597	$7,000	
14	Other profess. services	$3,804	$3,100	$6,400	$2,034	$5,400	$2,813	$6,200	
145	Databases/Licensing Serv	$18,347	$18,517	$19,000	$16,750	$30,100	$7,930	$30,100	
146	E-Books Services	$25,065	$15,000	$31,500	$30,000	$31,500	$19,000	$40,000	
147	Apps	$3	$0	$100	$0	$100	$0	$100	
3.2	**Communication/Transportation**								
21	Telephone	$12,736	$13,332	$13,000	$12,954	$14,000	$6,466	$14,000	
22	Postage	$2,361	$1,113	$2,000	$960	$2,000	$389	$2,000	
23	Traveling expenses	$19,585	$9,103	$20,000	$9,888	$20,000	$4,887	$20,000	
24	Professional mtgs	$7,372	$2,077	$9,000	$163	$9,000	$556	$7,500	
25	Freight/Express	$1,706	$842	$1,800	$1,063	$1,800	$483	$1,800	
26	Network expenses	$12,860	$13,514	$85,320	$16,515	$84,956	$6,474	$92,220	
3.3	**Printing/Advertising**								
31	Adv/Public. of notices	$807	$295	$800	$626	$800	$404	$800	
32	Printing (not offc. supply)	$0	$0	$0	$0	$0	$0	$0	
33	Marketing advertising	$2,351	$0	$3,500	$2,339	$3,500	$295	$4,500	
3.4	**Insurance**								
41	Official bonds	$300	$300	$500	$300	$500	$300	$500	
42	Other insurance	$26,471	$30,776	$27,500	$28,676	$29,000	$14,389	$31,000	
3.5	**Utility services**								
51	Gas	$17,432	$12,505	$25,000	$14,125	$25,000	$11,880	$25,000	
52	Electricity	$91,535	$86,681	$110,000	$95,848	$130,000	$45,002	$129,000	
53	Water	$3,152	$2,726	$3,500	$3,733	$3,500	$1,648	$3,500	
54	Waste disposal service	$7,272	$6,409	$8,000	$7,086	$8,000	$3,661	$9,000	
3.6	**Repairs/maintenance**								
61	Bldgs/Structures	$60,448	$59,793	$117,000	$49,001	$120,000	$32,945	$122,930	
62	Equipment	$291	$844	$500	$171	$500	$0	$500	

		2019 Disbursed	2020 Disbursed f	2021 Budget	2021 Disbursed full year	2022 Budget	2022 Disbursed 6/30/2022	2023 Proposed Budget	% of Total 2023
3.7	**Rentals**								
71	Real estate	$0	$0	$0	$0	$0	$0	$0	
72	Equipment	$298	$302	$300	$307	$350	$239	$400	
91	Dues	$2,552	$2,042	$2,600	$1,893	$2,600	$1,851	$2,600	
92	Interest on loans	$0	$0	$0	$0	$0	$0	$0	
93	Taxes/Assessments	$336	$2,098	$2,100	$418	$1,200	$418	$500	
94	Transfer to LIRF	$0	$0	$0	$0	$50,000	$0	$50,000	
95	Book reimbursement	$34	$78	$200	$30	$200	$10	$200	
96	Petty cash	$0	$0	$120	$0	$120	$0	$120	
97	Interview/moving expens	$0	$0	$0	$0	$0	$0	$0	
98	Maintenance/service con	$105,455	$87,815	$108,690	$117,868	$110,044	$47,200	$124,053	
	Total Other Services/Charg	$426,835	$376,739	$603,430	$418,564	$690,170	$212,837	$725,523	25.0%
4	**CAPITAL OUTLAYS**								
1	Land	$0	$0	$0	$0	$0	$0	$0	
2	Buildings	$0	$0	$0	$0	$0	$0	$0	
3	Improvements	$0	$0	$0	$0	$0	$0	$0	
4	Furniture/equipment	$39,879	$1,581	$42,000	$3,370	$40,000	$1,696	$88,000	
5	Other capital outlays	$0	$0	$0	$0	$0	$0	$0	
51	Books	$112,543	$68,026	$150,000	$91,701	$150,000	$45,448	$150,000	
52	Periodicals,newspapers	$16,154	$17,307	$16,500	$16,319	$16,500	$4,887	$16,500	
53	Nonprint materials	$61,244	$28,670	$64,000	$44,343	$66,000	$21,254	$60,000	
	Total Capital Outlays	$229,820	$115,585	$272,500	$155,733	$272,500	$73,285	$314,500	10.8%
	FUND TOTAL	$2,340,188	$2,227,560	$2,700,757	$2,308,942	$2,824,063	$1,156,373	$2,898,695	

Operating Fund Appropriations
2023 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2023.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.
- DLGF has announced our growth quotient for our 2023 budget - 5.0%.

Operating Budget- For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

- Allows for up to a 4% increase in January. The Board determines salary increases at December board meeting.
- INPRS (formerly PERF) employer contribution rate is 11.2% in 2023. This percentage is dictated to us.
- Unemployment rate estimated at 0.5%. (We get firm figures close to year end.)
- Health Insurance rate increase was estimated at 10% upon the advice of our health insurance account manager. We expect to have firm figures later this fall. We budgeted for two additional employees to be on insurance as a contingency, in case someone else decides to pick up this benefit.

2.11 Official Records

Vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing

Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies -

Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation

Paper products; trash bags

2.23 Other Operating Supplies
fluorescent tubes; outdoor bulbs; ice melt; batteries; etc.

2.31 Building Materials and Supplies
Air filters; ceiling tiles; boiler chemicals; mulch

2.32 Paint and Painting Supplies -
For improvements to our buildings

2.33 Repair Parts
parts for toilet repairs, vacuum, lights

2.41 Library Supplies -
For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services -
Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services

Program Presenter fees, laundry services, water testing, architect fees

3.145 Databases/Licensing

Email archiving, reference databases, other software licenses

3.146 E-Books

3.147 Apps

3.21 Telephone

3.22 Postage

3.23 Mileage
Courier mileage; staff mileage; air fare for conferences

3.24 Professional Meetings (outside training)— (our library has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff)

Registration fees, hotel/meal expenses

3.25 Freight/Express—
Book/nonprint shipping

3.26 Network Expenses-

It is expected that we will be reimbursed for a portion of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency. Additionally, we pay for hotspots from this budget line.

3.31 Advertising and Public Notices
Legal ads; help wanted ads

3.33 Marketing/Advertising
Promotional products; booth rental

3.41 Official Bonds
Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance
Building insurance; D & O liability insurance

3.51 Gas
Based on history

3.52 Electricity
Based on history

3.53 Water
Based on history

3.54 Waste Disposal Service
Sewer + Trash:

3.6 Repairs/Maintenance

3.61 Buildings/Structures - it takes a lot to maintain 3 buildings

	2021	2022	2023
Building Repairs - Plumbing	$10,000	$8,000	$10,000
Exterminators	$500	$600	$800
Boiler inspection	$200	$200	$200
Elevator inspection	$120	$130	$130
Lawn & Tree Treatments	$4,000	$4,200	$4,200
Lawn/landscaping	$9,500	$9,000	$10,500
snow removal	$9,500	$9,500	$8,000
Building repairs- HVAC	$50,000	$55,000	$55,000
Tree Trimming	$3,000	$2,770	$3,000
IDEM drinking water fee	$100	$100	$100
Parking Lot-striping	$4,500	$4,500	$5,000
Locksmith	$500	$500	$500
Building Repairs – Other (carpet cleaning; contractor repairs; sprinkler maintenance, etc.)	$24,080	$24,000	$24,000
Building Repairs - Lighting/Electrical	$1,000	$1,500	$1,500
TOTAL	$117,000	$120,000	$122,930

3.62 Equipment Repairs - aging buildings equals more repairs and we try to keep things in good repair
Copier drums; fire extinguisher inspection/replacement; phone; contingency

3.72 Equipment Rentals
DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues
MCLS ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts –

	2021	2022	2023
		$	$
Pro Account (Flickr)	$60	$60	$60
Domain Registration – Go Daddy	$60	$60	$61
Public WebBrowser	$125	$125	$125
Sophos web/email/firewall exp 2024	$8,000	$0	$0
Roeing – regular + server project	$25,000	$25,000	$33,700
Engaged Patrons Events	$529	$229	$229
VMware/vSphere virtual server control exp 2023	$0	$0	$2814
Meraki	$0	$2,520	$0
Veeam (back-up maintenance) exp 2023	$0	$0	$4,000
Envisionware (formerly PC Cop)	$992	$922	$922
PrinterOn	$1,485	$1,485	$1,485
ESET Anti Virus	$0	$1,809	$2,000
Microfilm Maintenance – 2 units	$1,500	$1,500	$1,500
Data 443 (Smart Shield) ransomware recovery	$221	$197	$707
D & S Web Hosting	$480	$480	$480
R/D/W server storage maint.	$0	$5,500	$0
D/W server hardware maint.	$0	$500	$0
R server host maint.	$0	$500	$0
Windows Server Standard OS			$1,000
Windows Server CALs			$1,020
TLC	$39,734	$39,000	$41,200
Tech Logic Self-Check	$1,323	$1,332	$1,400
Hamstra – W HVAC maintenance	$1,300	$1,300	$1,300
Precision Controls – D & R HVAC	$9,500	$9,500	$10,000
Johnson Controls	$2,550	$2,550	$3,300
Elevator (Kone)	$1,940	$2,000	$2,100
Info Express	$1,000	$1,025	$1,050
Direct Deposit/Positive Pay	$500	$700	$700
AVC (financial acctg)	$1,941	$1,900	$2,000
Unique Management	$1,400	$1,000	$1,200
Debit/Credit Fees – Square	$350	$150	$200
Copiers	$8,700	$8,700	$9,500
TOTAL	$108,690	$110,044	$124,053

** Email Archiving and Hotspot were moved out of 3.98 to another line item in 2019

4.3 Improvements

4.4 Equipment $

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve a budget for the Rainy Day Fund.

Fund Name	**Budget**
Library Operating Fund	**$2,898,695**
Rainy Day Fund	**$970,260**
Bond & Interest Redemption Fund	**$0**
Capital Projects Fund	**$0**
Library Improvement Reserve Fund	**$0**

COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR PUBLIC LIBRARY INTERNET ACCESS for FUNDING YEAR JULY 1, 2023 THROUGH JUNE 30, 2024

WHEREAS, the board of the Jasper County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from Broadband Connectivity Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the Broadband Connectivity Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 8th day of August, 2022, at which meeting a quorum was present.

NAY	AYE
	Julie Davidson
	Janett Kingman
	Janet Umlauf

ATTEST: Janet Umlauf

Secretary

Director's Report
July 2022

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policies for Review: There are three policies up for review in August: Food, Tobacco, Drug & Alcohol Policy, Walking Books Policy, and Capital Asset Policy. We recommend minor revisions to the Walking Books Policy, striking the sentence about overdue fines because we are a fine free library. We are not recommending any policy (content) revisions to the: Food, Tobacco, Drug & Alcohol Policy, or the Capital Asset Policy. Our Circulation Policy is not up for review, but as we prepare for our TLC software upgrade, we are discussing our renewal limit. Currently we allow five. We would like to dial that back to three renewals. After living with five renewals, we feel that some patrons are forgetting about their materials which causes them some angst. We think three would work better for our patrons and recommend revising the policy to allow three renewals. You will also notice that I have added 'Jasper County Public Library' to the title of each policy and am using the same font – Times New Roman 11pt. Our policy manual is filled with policies written in various fonts and point size. I am trying to clean this up so that things look better. I will do this as policies are reviewed or revised. After two years things should be uniform. Since I added words to the titles, I am counting these as revised. Please see R 10, R 12, R 14, and R 16. **If you approve the Consent Agenda, you will approve the revisions to the Food, Tobacco, Drug & Alcohol Policy, Walking Books Policy, Capital Asset Policy, and the Circulation Policy as presented.**

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium**. We are required to conduct this business annually. As a member of the Public Library Internet Consortium, we receive the e-rate discount portion of the consortium internet cost. **If you approve the Consent Agenda, you will approve continuing as a member of the Public Library Internet Consortium.**

General Business:

2023 Budget: A budget overview has been provided in your packet. Please see R 20 and R 25. The Budget Committee consisting of Kevin Kaluf (Chair), Janelle Harper, and Kristie Housman met with the Director and Business Manager to review the 2023 Budget on July 27 at 8:30am. Director and Business Manager met with our DLGF Field Rep virtually on August 3 at 11:15am. At our August meeting the Budget Committee will make their recommendations to the Board, and **the board will need to approve to advertise the budget**. We are no longer required to send a copy of our budget to the County Council for a non-binding review.

Indiana Cyber Incident Report Law: A new law passed, effective July 1, 2021, that requires state agencies and local government entities, including libraries, to report cybersecurity incidents to the Indiana Office of Technology within 2 business days of an incident. Information about the new law and a link to the new reporting hub has been posted here: https://www.in.gov/cybersecurity/in-isac/cyber-incident-reporting-law/. Additionally, all libraries are required to designate a point of contact/cyber incident reporter for our organization before September 1, 2021, and each following year. We will register our Systems Administrator, Sheila, and me as primary contacts for reporting a cybersecurity incident. I have added this requirement to our Board/Admin Monthly Task List so that we remember to do this each year as required.

DeMotte Parking Lot Project Update: Hamstra Project Manager Curt Albertson, provided an update for me on August 3. He reported that Countryside has been on site this week working on the dry creek bed. Hamstra is working on the connection from the new parking lot to the existing sidewalk. They are going to rework the manhole for a better transition from the new lot to the sidewalk. They have removed the old asphalt pathway and are prepping for the new asphalt pathway. They are planning on paving the handicap area and the new pathway mid next week. When they do this, they will route all parking to the new lot. They will let us know the day before so we can plan as needed. After the new handicap cap parking is completed, they will remove the asphalt on the hill.

Director's Report:

On July 29, 2022, we moved $310,000 from our Trust INDIANA account to our Alliance Bank checking account in order to pay bills associated with our DeMotte Parking Lot project.

We have received word that an Indiana Legal Help Kiosk will be installed at the Rensselaer Public Library. At our May board meeting I reported to you that Jasper County Judge Potter contacted us in early April about a program the Indiana Bar Foundation was implementing, a Housing Kiosk Project. The Foundation was seeking qualified nonprofit, court, and law school partners to provide locations for the kiosks. The kiosks will provide housing stability legal services that enable eligible households to maintain or obtain housing through eviction prevention and diversion services, mediation between landlords and tenants, and legal services related to eviction proceedings and maintaining housing stability. This two-year program will provide service in all 92 counties with emphasis on hard-to-reach and historically underserved populations. Judge Potter thought our library would be a wonderful location for a kiosk and asked if we would be interested. We looked at the program agreed with Judge Potter and applied for a kiosk. We are in the midst of completing a pre-installation survey but expect the kiosk to arrive in a few weeks.

Digital Access Cards have been ordered and are expected to arrive any time. Upon receipt they will be prepared for distribution to schools in our service area.

We manned a booth in the Community Building at the Jasper County Fair. We enjoyed our week of engagement with our community at the fair. Several different staff members took turns manning the booth. I love the team effort.

We have received our final bill for newspaper digitization work associated with our ARPA Grant. Final reports are being written. It was difficult to determine how far our ARPA dollars would reach. Because of that there was a little bit of digitization work that had to be covered with library operating funds. Processing the additional volume of approximately 7,167 pages is estimated to cost $2,831 and should be completed soon.

Sheila and I have registered for an in-person meeting hosted by the Indiana Office of Technology on August 8 in our library meeting room. It is billed as the first Jasper and White Counties Cybersecurity Conversation. We will discuss HEA 1169 (2021) reporting requirements, the IN.gov program, cybersecurity training opportunities, and cyber-threat and attack prevention methods.

System Administrator News

Sheila reports, "Since our S drive is continuously low on drive space, I'd like to move some of the rarely accessed files to the O365 OneDrive cloud since we have 4 petabytes of storage on it. Last month, I mentioned that we received donated hotspots from Lowell PL. This month, I was able to document them and use one as a replacement for a hotspot that is long overdue. We received 11 hotspots, 9 chargers, 8 cables, and 3 batteries. On Saturday, the 23rd, Rensselaer experienced high winds, rain, and lightning. The internet was down all day. I came in on Sunday to get everything back up and running again. Chris, Alane, and I continued to troubleshoot the issue where the web filter doesn't block / allow bypass on some websites properly. After much troubleshooting, Sophos determined that the issue was a setting in FireFox. Alane fixed this issue."

Technical Services News

Becky reports, "I watched the training videos for "Roles and Users" on the TLC website. I then created some individual accounts for Managers, and others who work from their own computers at their own desks. I also created "generic" accounts to be used only at the front desks. Each front desk computer will have its own account."

DeMotte Library News

Shannon reports, "I also spent most of the month getting ready for the 30th birthday party for the DeMotte Library. We've hung artwork in 3 areas of the library – art wall, YA room, and Youth department. I'm really excited for the community to celebrate the library and see the artwork that was created. Last month we swapped puzzles with the Rensselaer Care Center. They have a resident who goes through puzzles very quickly. We exchanged some of ours for the ones she's already completed. The Activities director sent a very nice thank you card. Summer reading has ended... <Autumn and Karla> did a water program in the park for K-5 and life size Hungry Hungry Hippos with the teens. Autumn is looking forward to using our new green space and programming area for next year's programs. I helped Autumn set up an Xbox 360 (thanks to Rachael for letting us borrow it) and Dance Dance Revolution for the teen volunteer party. We hosted a new program, Noah's Ark Workshop. This was a really fun program where kids get to stuff their own stuffed animal – think Build-A-Bear but in the library! Autumn also worked a shift at the Fair. She had a great time, and it was nice to work with someone from another branch."

Rensselaer Library News

Linda reports, "Melissa Smith created a prize ticket for geo-cachers. We will see if it brings them into the library. The prizes will be from our marketing basket. We will have a sheet at the front basket to see if people stop in because of the ticket. Summer reading was a big success. In person programs were well attended and our number of participants and patrons who finished are encouragingly good. We saw our regular patrons and quite a few new families. Our teen volunteers seemed to have a great time. Kids Day at the farmers Market was fun and we got to interact with lots of kids and parents. I'm sure CDC missed us, but we will be there next month."

Wheatfield Library News

Evie reports, "July was...a busy month of programming. Even though we completed Summer Reading activities mid-July, we also offered both book discussions, Combat Coffee, Lapsit sessions, a meal-planning/budgeting program (partnered with the Purdue Extension Office), and Nerf Night. Rachael, Morgan, and Evie all assisted in manning the library's booth at the Jasper County

Fair. Rachael also represented the library at the Kankakee Valley Back-to-School fair. Rachael also coordinated a pizza party for all of the Summer Reading volunteers. We are looking forward to a few exciting programs planned for August and September, including an Alice in Wonderland Escape Room and guest speaker Rick Sherwood, who was featured in a recent Netflix series on D.B. Cooper."

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet. -Patty

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JCPL FINANCIAL STATEMENT
July 31, 2022

	Beginning 2022 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,181,439.75	$230,275.46	$1,386,647.13	$76,252.29	$1,516,874.34	$1,311,666.96
Public Library Access Card Fund	$0.00	$0.00	$65.00	$0.00	$65.00	$0.00
Gift Fund	$24,901.20	$1,668.75	$9,798.42	$1,156.21	$13,921.75	$29,024.53
DeMotte	$8,960.54	$112.69	$2,812.35	$290.50	$3,583.80	$9,731.99
Rensselaer	$13,449.69	$883.55	$4,678.73	$765.71	$6,992.70	$15,763.66
Wheatfield	$2,490.97	$672.51	$2,307.34	$100.00	$3,345.25	$3,528.88
Library Improvement Reserve Fund	$232,465.52	$0.00	$0.00	$18.48	$133.77	$232,599.29
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,270,969.90	$51,330.00	$103,783.42	$2,144.98	$5,773.19	$2,172,959.67
Includes Investments of: $1,804,521.98						
Broadband Connectivity Grant Fund	$0.00	$1,791.35	$12,483.35	$0.00	$18,656.33	$6,172.98
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$50.94	$0.00	$27.32	$7.00	$129.53	$153.15
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$7,519.54	$10,363.73	$2,736.04	$2,844.19	($7,519.54)
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,276.70	$60,998.96	$8,276.70	$60,998.96	$0.00
FICA Tax Collected	$0.00	$8,023.60	$58,435.60	$8,023.60	$58,435.60	$0.00
State Tax Collected	$0.00	$3,617.40	$26,576.76	$3,617.40	$26,576.76	$0.00
County Tax Collected	$0.00	$2,778.44	$20,188.54	$2,778.44	$20,188.54	$0.00
INPRS	$0.00	$2,950.41	$21,707.43	$2,950.41	$21,707.43	$0.00
Deferred Comp Plan	$0.00	$1,840.00	$18,330.00	$1,840.00	$18,330.00	$0.00
Pre-tax Insurance Plan	$0.00	$4,142.40	$24,880.13	$3,607.52	$24,880.12	($0.01)
Life Insurance	$0.00	$337.60	$2,403.36	$337.58	$2,403.46	$0.10
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,713,240.21	$324,551.65	$1,756,689.15	$113,746.65	$1,791,918.97	$3,748,470.03

F2

Bank Balances

Jasper County Public Library

Report as of: **7/31/22**

	Bank	
1	Alliance Bank	$1,943,678.05
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,804,521.98
	Total all banks =	**$3,748,470.03**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$166.95	Jan-22
								$202.07	Feb-22
								$395.05	Mar-22
								$522.90	Apr-22
								$894.42	May-22
								$1,373.52	Jun-22
								$2,137.52	Jul-22

CLOSED INVESTMENTS:

IN-02-0225-0001	TrustINdiana	N/A	$310,000.00	Rainy Day

(7/29/22 transferred to Alliance Bank for DeMotte Parking Lot Project)

TOTAL INTEREST EARNED: **$5,692.43**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 7/1/22 *To* 7/31/22

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$83,595.00	$0.00	$83,595.00	$6,966.26	$48,662.42	$34,932.58	41.8
1.12 SALARY OF ASSISTANTS	$1,227,154.00	$0.00	$1,227,154.00	$93,423.21	$687,170.04	$539,983.96	44.0
1.13 WAGES OF JANITORS	$100,212.00	$0.00	$100,212.00	$7,352.64	$47,668.66	$52,543.34	52.4
1.21 EMPLOYER'S SHARE-FICA	$107,939.00	$0.00	$107,939.00	$8,023.60	$58,435.60	$49,503.40	45.9
1.22 UNEMPLOYMENT COMPENSATION	$2,462.00	$0.00	$2,462.00	$527.58	$2,187.59	$274.41	11.1
1.23 EMPLOYER'S CONTRIB.- PERF	$126,700.00	$0.00	$126,700.00	$9,683.51	$71,143.65	$55,556.35	43.8
1.24 EMPLOYER'S CONTRIB.- INS.	$173,581.00	$0.00	$173,581.00	$13,933.67	$81,043.70	$92,537.30	53.3
Subtotal	*$1,821,643.00*		$1,821,643.00	$139,910.47	$996,311.66	$825,331.34	45.3
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$411.87	$88.13	17.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$244.25	$2,258.93	$4,741.07	67.7
2.21 CLEANING & SANITATION SUPPLIES	$8,000.00	$0.00	$8,000.00	$277.70	$2,499.71	$5,500.29	68.8
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$910.92	$2,139.95	$3,360.05	61.1
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$32.98	$1,467.02	97.8
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$15.68	$79.30	$320.70	80.2
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$104.95	$645.05	86.0
2.41 LIBRARY SUPPLIES	$15,500.00	$0.00	$15,500.00	$105.49	$7,875.11	$7,624.89	49.2
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$1,554.04	$15,402.80	$24,347.20	61.3
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$6,000.00	$0.00	$6,000.00	$0.00	$3,597.00	$2,403.00	40.1
3.14 OTHER PROFESSIONAL SERVICES	$5,400.00	$0.00	$5,400.00	$27.00	$2,840.14	$2,559.86	47.4
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$940.00	$8,869.81	$21,230.19	70.5
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$19,000.00	$12,500.00	39.7
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,082.79	$7,548.44	$6,451.56	46.1
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$388.95	$1,611.05	80.6
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$1,140.26	$6,027.25	$13,972.75	69.9
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$30.00	$586.38	$8,413.62	93.5
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$141.17	$624.17	$1,175.83	65.3
3.26 NETWORKING	$84,956.00	$0.00	$84,956.00	$980.41	$7,454.15	$77,501.85	91.2
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$403.60	$396.40	49.6
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$3,191.64	$3,486.64	$13.36	0.4
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$14,388.50	$14,611.50	50.4
3.51 GAS	$25,000.00	$0.00	$25,000.00	$522.77	$12,402.35	$12,597.65	50.4
3.52 ELECTRICITY	$130,000.00	$0.00	$130,000.00	$10,484.39	$55,486.32	$74,513.68	57.3
3.53 WATER	$3,500.00	$0.00	$3,500.00	$279.23	$1,927.55	$1,572.45	44.9
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$628.62	$4,289.97	$3,710.03	46.4
3.61 BUILDING & STRUCTURES	$120,000.00	$0.00	$120,000.00	$2,733.76	$35,679.15	$84,320.85	70.3
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$1,029.10	$1,029.10	($529.10)	-105.8
3.72 EQUIPMENT RENTALS	$350.00	$0.00	$350.00	$13.80	$252.83	$97.17	27.8
3.91 DUES	$2,600.00	$0.00	$2,600.00	$52.00	$1,902.54	$697.46	26.8
3.93 TAXES & ASSESSMENTS	$1,200.00	$0.00	$1,200.00	$0.00	$418.00	$782.00	65.2
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$10.00	$190.00	95.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$110,044.00	$0.00	$110,044.00	$38,835.43	$86,035.49	$24,008.51	21.8
Subtotal	*$690,170.00*		$690,170.00	$62,112.37	$274,948.33	$415,221.67	60.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$40,000.00	$0.00	$40,000.00	$3,857.66	$5,553.52	$34,446.48	86.1
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$13,871.96	$59,320.40	$90,679.60	60.5
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$2,804.52	$7,691.75	$8,808.25	53.4
4.53 NONPRINTED MATERIALS	$66,000.00	$0.00	$66,000.00	$6,164.44	$27,418.67	$38,581.33	58.5
Subtotal	*$272,500.00*		$272,500.00	$26,698.58	$99,984.34	$172,515.66	63.3
Grand Total	$2,824,063.00	$0.00	$2,824,063.00	$230,275.46	$1,386,647.13	$1,437,415.87	50.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **7/1/22** *To* **7/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
2. Supplies							
2.23 OTHER OPERATING SUPPLIES	$0.00	$0.00	$0.00	$0.00	$54.87	($54.87)	#Div/0!
Subtotal	*$0.00*		$0.00	$0.00	$54.87	($54.87)	#Div/0!
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$350.00	$9,650.00	96.5
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$2,405.00	$2,405.00	$27,595.00	92.0
3.61 BUILDING & STRUCTURES	$720,657.00	$0.00	$720,657.00	$48,925.00	$100,023.60	$620,633.40	86.1
Subtotal	*$760,657.00*		$760,657.00	$51,330.00	$102,778.60	$657,878.40	86.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$100,000.00	$0.00	$100,000.00	$0.00	$949.95	$99,050.05	99.1
Subtotal	*$100,000.00*		$100,000.00	$0.00	$949.95	$99,050.05	99.1
Grand Total	$860,657.00	$0.00	$860,657.00	$51,330.00	$103,783.42	$756,873.58	87.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **7/1/22** ***To*** **7/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,791.35	$12,483.35	($12,483.35)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,791.35	$12,483.35	($12,483.35)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,791.35	$12,483.35	($12,483.35)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Appropriation Report for 281 ARP Grant Fund

Jasper County Public Library

Report Date: From **7/1/22** *To* **7/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.14 OTHER PROFESSIONAL SERVICES	$0.00	$0.00	$0.00	$7,504.79	$10,290.43	($10,290.43)	#Div/0!
3.22 POSTAGE	$0.00	$0.00	$0.00	$14.75	$73.30	($73.30)	#Div/0!
Subtotal	*$0.00*		$0.00	$7,519.54	$10,363.73	($10,363.73)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$7,519.54	$10,363.73	($10,363.73)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List

Jasper County Public Library

Report Date: From 7/1/22 **To** 7/31/22

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	417	PAYROLL	7/8/22	PAYROLL	$54,172.42
0	418	CHRISTINA SANDERS	7/8/22	Courier Mileage: 6/16 - 6/30/2022 (Conf #1143)	$398.97
0	419	INPRS fbo PERF	7/8/22	INPRS Contributions 7/8/22 Payroll	$6,344.40
0	420	IRS USA TAXPAYMENT	7/8/22	Federal Withholding, Medicare & FICA withheld 7/8/22 Payroll (Acknowledgement #72892529)	$12,177.40
0	421	NATIONWIDE	7/8/22	Annuity withheld 7/8/22 payroll	$920.00
0	422	TOWN OF DEMOTTE	7/8/22	Dem: Sewer & Water : June 2022 (Conf #1144)	$145.93
0	423	TOWN OF WHEATFIELD	7/8/22	Wh: Sewer Service July 2022 (Conf #1145)	$77.35
38799	426	4IMPRINT, INC	7/11/22	Promotional items	$3,191.64
38800	427	ACE HARDWARE	7/11/22	Paint scrapers, CPVC pipe	$26.26
38801	428	AMAZON CAPITAL SERVICES	7/11/22	Janitorial, maintenance, & office supplies, books, electric kettle	$325.75
38802	429	ANTHEM BLUE CROSS BLUE	7/11/22	Health insurance premiums- July 2022; B. Hopkins premiums- April, May, & June 2022	$16,936.22
38803	430	ANTHEM LIFE	7/11/22	Life insurance premiums- July 2022	$110.76
38804	431	AWE ACQUISITION, INC	7/11/22	AWE computer	$3,732.25
38805	432	BAKER & TAYLOR	7/11/22	Books, Continuations, AV, Auto. Yours	$14,245.61
38806	433	BAKER & TAYLOR ENTERTAIN	7/11/22	AV	$2,828.18
38807	434	BUSINESS CARD	7/11/22	Library & maintenance supplies, replacement battery	$1,099.63
38808	435	CAPITAL ONE	7/11/22	Walmart: Library & maintenance supplies	$357.74
38809	436	CENTURYLINK	7/11/22	Rens: Fax line- July 2022	$61.20
38810	437	COUNTRYSIDE LANDSCAPING	7/11/22	Wh: Sprinkler system start-up and repairs	$263.81
38811	438	CULLIGAN WATER CONDITIO	7/11/22	Wh: Water Cooler Rental- June 2022; 5-gallon drinking water- 6	$69.50
38812	439	DELTA DENTAL	7/11/22	Dental insurance premiums- July 2022	$520.64
38813	440	DIGITAL DIVIDE DATA VENTU	7/11/22	Digitization of newspaper microfilm: metadata for 2nd batch, scanning of batches 2 & 3	$7,504.79
38814	441	ENA SERVICES LLC	7/11/22	Internet Service- June 2022	$1,791.35
38815	442	FINDAWAY WORLD, LLC	7/11/22	Wonderbooks, Launchpad power adapters, Launchpads, Playaways	$1,496.85
38816	443	GOODWIN FIRE EQUIPMENT, I	7/11/22	Annual fire extinguisher inspection and maintenance	$1,029.10
38817	444	HAMSTRA BUILDERS, INC.	7/11/22	DeM: Parking Lot Project progress; Wh: HVAC repairs	$49,040.50
38818	445	INDIANA WASTE SERVICE	7/11/22	DeM & Wh: Trash pick-up July 2022	$174.50
38819	446	JANICE WILMA	7/11/22	Mileage 1/18-4/28/22	$215.87
38820	447	KANKAKEE VALLEY POST NE	7/11/22	Wh: Newspaper subscription Acct# 0047445	$99.00
38821	448	KIRBY RISK CORPORATION	7/11/22	LED bulbs, wire connectors	$257.18
38822	449	KONE, INC.	7/11/22	DeM: Elevator maintenance agreement 7/1-9/30/22	$498.33
38823	450	MAGAZINE SUBSCRIPTION SE	7/11/22	September - December 2022 magazine renewals	$2,517.52
38824	451	MIDWEST TAPE LLC	7/11/22	AV	$613.88
38825	452	MOHLER ARCHITECTS, P.C.	7/11/22	DeM: Parking lot project	$2,405.00
38826	453	NEILE TRAINOR	7/11/22	Mileage 4/6-6/29/22	$47.97
38827	454	NIMBO IP LLC	7/11/22	Monthly Managed Service- June 2022	$815.00
38828	455	NIPSCO	7/11/22	DeM & Wh: Gas & electric service 5/31-6/29/22	$6,513.24
38829	456	NITCO	7/11/22	DeM: Local phone service- July 2022	$139.77
38830	457	NWIWT LLC	7/11/22	Wh: Water testing	$27.00
38831	458	OLLIS BOOK CORPORATION	7/11/22	Books	$848.35
38832	459	PATTY STRINGFELLOW	7/11/22	Mileage 5/10-6/29/22	$102.96
38833	460	POST-TRIBUNE	7/11/22	DeM & Rens: Newspaper subscriptions Acct# 44365252	$188.00
38834	461	PRECISION CONTROL SYSTE	7/11/22	DeM & Rens: HVAC repairs	$2,124.45
38835	462	QUILL LLC	7/11/22	Janitorial, office, library, & maintenance supplies	$514.88

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38836	463	LAURIE STEELE	7/11/22	Read the Books database subscription 7/1/22-6/30/23	$940.00
38837	464	REBECCA AMALONG	7/11/22	Mileage 3/17/22	$25.74
38838	465	RELIABLE EXTERMINATORS, I	7/11/22	Rens: Exterior & Interior Treatment	$230.00
38839	466	RENSSELAER ROTARY CLUB	7/11/22	2nd quarter dues & meals	$82.00
38840	467	ROEING CORPORATION	7/11/22	Tech Maintenance Support - 3rd Installment 2022	$6,250.00
38841	468	SCHOLASTIC INC.	7/11/22	Summer Reading prizes	$451.21
38842	469	THE LIBRARY CORPORATION	7/11/22	Hosted System Sept 2022- Aug 2023; Library.Solution Software Support Sept 2022-Aug 2023; Its.Marc Sept 2022-Aug 2023; AV Access on Its.Marc Sept 2022-Aug 2023	$31,896.00
38843	470	UNIQUE	7/11/22	Collections: Initial/Secondary Placements- June 2022	$87.60
38844	471	VICKI DONAHUE	7/11/22	Program presenter	$475.00
38845	472	VSP INSURANCE CO. (CT)	7/11/22	Vision insurance premiums- July 2022	$190.88
0	473	PAYROLL	7/13/22	PAYROLL	$19.13
0	474	IRS USA TAXPAYMENT	7/13/22	Medicare & FICA withheld 7/13/22 Payroll (Acknowledgement #75491822)	$2.94
0	475	PAYROLL	7/25/22	PAYROLL	$53,550.56
0	476	AFLAC	7/25/22	Supplemental Insurance July 2022 (Conf #1149)	$655.17
0	477	ALLIANCE BANK	7/25/22	Direct Deposit Fees - June 2022	$76.80
0	478	CENTURYLINK	7/25/22	Wh: Fax line July 2022 (conf# 1147)	$66.82
0	479	CHRISTINA SANDERS	7/25/22	Courier Mileage: 7/1 - 7/15/2022 (Conf #1148)	$348.75
0	480	CITY OF RENSSELAER	7/25/22	Rens: Utilities: 6/3 - 7/6/22 (Conf #151719904)	$4,948.29
0	481	INDIANA DEPARTMENT OF RE	7/25/22	State & County Taxes withheld July 2022 Payrolls (Conf #0-008-790-246)	$6,395.84
0	482	INDIANA DEPT. OF WORKFOR	7/25/22	2nd Quarter 2022 Unemployment Compensation Payment (Conf #1000069759)	$527.58
0	483	INPRS fbo PERF	7/25/22	INPRS Contributions 7/25/22 Payroll	$6,289.52
0	484	IRS USA TAXPAYMENT	7/25/22	Federal Withholding, Medicare & FICA withheld 7/25/22 Payroll (Acknowledgement #80257825)	$12,143.56
0	485	NATIONWIDE	7/25/22	Annuity withheld 7/25/22 payroll	$920.00
0	486	T-MOBILE	7/25/22	Hotspot Data Service 6/2 - 7/1/22 (Conf #1146)	$980.41
0	487	JASPER COUNTY PUBLIC LIB	7/28/22	Transfer from Rainy Day Investments Fund (Trust IN account) to Rainy Day Fund (Alliance Bank account) for the DeMotte Parking Lot Project (transaction# 1289860)	$310,000.00
0	488	ALLIANCE BANK	7/29/22	Positive Pay Fee- July 2022	$15.00
0	489	SQUARE, INC	7/31/22	Merchant Processing Fees- July 2022	$11.70

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$634,551.65**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, August 2, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $634,551.65

Date this 8th **day of** August **,20**22 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 2022

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$441.22	$4,304.24
DeMotte	$142.82	$922.19		
Rensselaer	$254.45	$2,568.72		
Wheatfield	$43.95	$813.33		
PHOTOCOPIES:			$618.80	$5,218.92
DeMotte	$215.30	$1,590.90		
Rensselaer	$248.55	$2,694.77		
Wheatfield	$154.95	$933.25		
INTEREST (Checking, Repurchase, CDs):			$110.11	$598.88
TAXES:			$74,982.16	$1,504,669.50
Property Tax	$0.00	$833,997.25		
LOIT	$17,903.58	$125,325.06		
License Excise Tax	$0.00	$69,460.00		
Financial Institution Tax	$0.00	$3,419.13		
CVET(Commercial Vehicle Excise)	$0.00	$8,738.00		
LIT Certified Shares	$57,078.58	$463,730.06		
TAXABLE SALES:-			$0.00	$11.81
REFUNDS:			$100.00	$2,070.99
Rebates/Refund	$0.00	$312.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$100.00	$1,750.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$8.99		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$76,252.29**	**$1,516,874.34**
PLAC FUND:			$0.00	$65.00
GIFT FUNDS:			$1,156.21	$13,921.75
DeMotte	$290.50	$3,583.80		
Rensselaer	$765.71	$6,992.70		
Wheatfield	$100.00	$3,345.25		
LIB. IMPROV. RESERVE FUND:			$18.48	$133.77
Interest Earned	$18.48	$133.77		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$312,144.98	$315,773.19
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$2,144.98	$5,773.19		
Interfund Transfer	$310,000.00	$310,000.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,656.33
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$7.00	$129.53
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$2,736.04	$2,844.19
SUB-TOTAL (page 1)			**$392,315.00**	**$1,868,398.10**

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WITHHOLDING ACCOUNT FUNDS:			$31,431.65	$233,520.87
FIT Tax Collected	$8,276.70	$60,998.96		
FICA Collected	$8,023.60	$58,435.60		
State Tax Collected	$3,617.40	$26,576.76		
County Tax Collected	$2,778.44	$20,188.54		
INPRS	$2,950.41	$21,707.43		
Deferred Comp Plan	$1,840.00	$18,330.00		
Pre-tax Insurance Plan	$3,607.52	$24,880.12		
Life Insurance	$337.58	$2,403.46		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$423,746.65**	**$2,101,918.97**

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Voucher List

Jasper County Public Library

Report Date: From 8/1/22 **To** 8/8/22

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38846	490	AARON'S LAWN CARE	8/8/22	DeM, Rens, & Wh: Mowing & edging	$1,735.00
38847	491	ANTHEM BLUE CROSS BLUE	8/8/22	Health insurance premiums- August 2022	$14,262.08
38848	492	ANTHEM LIFE	8/8/22	Life insurance premiums- August 2022	$101.01
38849	493	CAPITAL ONE	8/8/22	Walmart: Library supplies, SD card for time lapse camera	$246.25
38850	494	CAPITAL ONE TRADE CREDIT	8/8/22	Kem's Hardware: Security light	$28.39
38851	495	CARDINAL COPIER SOLUTION	8/8/22	Quarterly maintenance agreement on DeMotte staff copier 4/2/22 - 7/1/22	$918.76
38852	496	CHICAGO TRIBUNE	8/8/22	DeM & Rens: Newspaper subscriptions Acct# 20468938	$379.34
38853	497	COLONIAL CLEANERS	8/8/22	DeM: Laundry	$19.08
38854	498	COMMONWEALTH TECHNOLO	8/8/22	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$1,248.62
38855	499	CULLIGAN WATER CONDITIO	8/8/22	Wh: Water Cooler Rental- August 2022	$13.80
38856	500	DATA443 RISK MITIGATION IN	8/8/22	Smart Shield licenses & annual maintenance	$706.88
38857	501	DELTA DENTAL	8/8/22	Dental insurance premiums- August 2022	$520.64
38858	502	DIGITAL DIVIDE DATA VENTU	8/8/22	Digitization of newspaper microfilm: final batches for grant	$13,975.91
38859	503	GRAINGER	8/8/22	LED bulbs, curtain rings, multipurpose cleaner, bottle filler filter	$169.09
38860	504	HAMSTRA BUILDERS, INC.	8/8/22	DeM: Parking Lot Project progress; Wh: HVAC repairs	$68,622.00
38861	505	JANET HUNTER	8/8/22	Cookies for DeMotte Library 30th Birthday	$260.00
38862	506	MOHLER ARCHITECTS, P.C.	8/8/22	DeM: Parking lot project	$910.00
38863	507	NIMBO IP LLC	8/8/22	Monthly Managed Service- July 2022	$815.00
38864	508	NIPSCO	8/8/22	DeM & Wh: Gas & electric service 6/29-7/29/22	$7,409.69
38865	509	NITCO	8/8/22	DeM: Local phone service- August 2022	$139.77
38866	510	ODP BUSINESS SOLUTIONS, L	8/8/22	Janitorial, library, office, & maintenance supplies, electric pencil sharpener	$445.33
38867	511	OVERDRIVE, INC.	8/8/22	Deposit on Account for Future Content Purchases	$6,375.00
38868	512	PATTY EENIGENBURG	8/8/22	Mileage 7/28/22	$29.06
38869	513	PRECISION CONTROL SYSTE	8/8/22	Rens & DeM: Preventative maintenance; DeM: HVAC repair	$1,445.19
38870	514	RACHAEL CAVINDER	8/8/22	Mileage 2/22-7/28/22	$135.36
38871	515	RELIABLE EXTERMINATORS, I	8/8/22	DeM: Exterior & Interior Treatment	$300.00
38872	516	SCHOLASTIC INC.	8/8/22	Summer Reading prizes	$5.68
38873	517	STEVE'S SPECIALIZED SERVI	8/8/22	Laundry	$110.00
38874	518	TRUGREEN PROCESSING CE	8/8/22	Insect & disease control service, Ornamental bed weed control	$346.89
38875	519	VSP INSURANCE CO. (CT)	8/8/22	Vision insurance premiums- August 2022	$190.88
38876	520	AMAZON CAPITAL SERVICES	8/8/22	Books	$195.31
38877	521	ASSOCIATION FOR RURAL &	8/8/22	2022 ARSL Conference registrations- virtual attendance: E. Parrish, L. Poortenga	$125.00
38878	522	BAKER & TAYLOR	8/8/22	Books, Continuations, AV, Auto. Yours, B & T Licenses	$14,479.04
38879	523	BAKER & TAYLOR ENTERTAIN	8/8/22	AV	$2,650.47
38880	524	BUSINESS CARD	8/8/22	Library supplies, damaged ILL book, background check	$358.15
38881	525	CENTURYLINK	8/8/22	Rens: Fax line- August 2022	$61.20
38882	526	CULBRETH'S LAWN & TREE LL	8/8/22	Rens: Removal of Hackberry limbs damaged by storm, trimming of multiple trees along sidewalks	$2,600.00
38883	527	DEMCO INC	8/8/22	Library supplies	$416.36
38884	528	FINDAWAY WORLD, LLC	8/8/22	Wonderbooks, Launchpad power adapters, Launchpads, Playaways	$2,455.11
38885	529	INDIANA WASTE SERVICE	8/8/22	DeM & Wh: Trash pick-up August 2022	$174.50
38886	530	MIDWEST TAPE LLC	8/8/22	AV	$1,266.90

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
38887	531	PRECISION CONTROL SYSTE	8/8/22	Rens: Preventative maintenance	$140.70
38888	532	SHEILA BROUSSARD	8/8/22	Postage	$8.70
38889	533	THE TIMES	8/8/22	Wh: Newspaper subscription Acct# 170-00037838	$343.99
38890	534	TRUGREEN PROCESSING CE	8/8/22	Rens: Insect & Disease Control Service	$98.12
38891	535	UNIQUE	8/8/22	Collections: Initial/Secondary Placements- July 2022	$76.65
38892	536	VERSA PRODUCTS INC.	8/8/22	VersaDesk PowerPro corner desk converter	$599.00

Total Amount of Claims **$147,913.90**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 8, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$147,913.90**

Date this 8th **day of** August **,20**22.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

SEPT.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 12, 2022, 6pm
Wheatfield Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of August Board Meeting Bills/Financial Reports Salary Ordinance Update (R 7)	
General Business	
2023 Budget Hearing (R 12)	Action
Wheatfield Library Annual Report (R 12)	Information
DeMotte Parking Lot Project Update (R 12)	Action
Director's Report (R 12-R 16)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

MINUTES **August 8, 2022**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Julie Davidson, Kevin Kaluf, Janet Umlauf, Mark Heinig, Janett Kingman, Patricia Stringfellow, Rayann Gilmore
Absent: Janelle Harper, Kristie Housman

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the July Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Food, Tobacco, Drug & Alcohol Policy, Walking Books Policy, Capital Asset Policy, and Circulation Policy revisions, and Resolution to Continue in the Public Library Internet Consortium were approved as presented, on a motion by K. Kaluf, seconded by J. Kingman. Motion passed.

2023 Budget: The Budget Committee consisting of K. Kaluf (Chair), J. Harper, and K. Housman met with P. Stringfellow, Director and R. Gilmore, Business Manager to review the 2023 Budget on July 27. The growth quotient for the 2023 Budget is 5%. We stayed within this amount. P. Stringfellow and R. Gilmore met with our DLGF field rep virtually on August 3. This meeting went well. The total of the combined budgets for Operating ($2,898,695) and Rainy Day ($970,260) is $3,868,955. J. Umlauf moved to advertise the 2023 Budget as presented, seconded by M. Heinig. Motion passed.

Indiana Cyber Incident Report Law: A new law passed, effective July 1, 2021, that requires state agencies and local government entities, including libraries, to report cybersecurity incidents to the Indiana Office of Technology within 2 business days of an incident. Additionally, all libraries are required to designate a point of contact/cyber incident reporter for our organization before September 1each year. P. Stringfellow reported that the library will register our Systems Administrator and Library Director as primary contacts for reporting a cybersecurity incident. She also reported that she and Sheila attended an in-person meeting hosted by the Indiana Office of Technology today in our library meeting room. It was billed as the first Jasper and White Counties Cybersecurity Conversation. We discussed HEA 1169, reporting requirements, the IN.gov program, cybersecurity training opportunities, and cyber-threat and attack prevention methods. We received a lot of valuable information.

DeMotte Parking Lot Project: Our architect, Harry, was onsite at DeMotte Library recently to assess progress on the parking lot project. He sent a report to P. Stringfellow via email stating that he confirmed that the water from the parking lot does drain to the "dry creek". He could see a dirt trail from the parking lot to the dry creek and sent a photo to illustrate. He explained that this is where the town's engineer was concerned that "salt and dirt" might decrease the "detention capacity" of the dry creek, by filling it up. Harry reports that it looks like the water ran into the sand and never got to the storm drain. As we finish the landscaping we will be sure that the landscaping filters the "salt and dirt" so the "detention capacity" is not reduced. Hamstra Project Manager, Curt, sent an email to P. Stringfellow this morning explaining the plan to block off the old parking area this morning and route all parking to the new parking lot access to the south. Pavers planned to prep the lot today as long as the rain held off and plan on doing the asphalt work tomorrow morning for the new handicap parking area. If all goes well the new handicap cap parking area and the north entrance will be opened up by the end of the week. P, Stringfellow spoke with Autumn at DeMotte Library this morning to ensure the plan was working for the library. Plan was confirmed to be working, but Autumn did note hearing some patrons commenting that they do not like the distance they have to walk to enter the library.

Director's Report: On July 29, 2022, we moved $310,000 from our Trust INDIANA account to our Alliance Bank checking account in order to pay bills associated with our DeMotte Parking Lot project. We have received word that an Indiana Legal Help Kiosk will be installed at the Rensselaer Public Library. We are working on a survey that must be completed before the kiosk will be sent to us. We have received our final bill for newspaper digitization work associated with our ARPA Grant. Final reports are being written. It was difficult to determine how far our ARPA dollars would reach. Because of that there was a little bit of digitization work that had to be covered with library operating funds. Processing the additional volume of approximately 7,167 pages is estimated to cost $2,831 and should be completed soon. This portion of the project will be paid with operating funds. As we prepare our 2023 Budget and think about future spending, I have been thinking about Capital Improvements. Two of our libraries are 30 years old this year. Our newest library is 17 years old. They are beautiful and well-maintained buildings, but some of our systems are aging and nearing end of life. Some spaces look dated and tired. I have made a list of Capital Improvements that are on my mind, but it would be helpful to have a professional assessment of our facilities complete with cost estimates. An architect could do this for us, and their expertise would be welcomed. We want to be proactive with improvements and have a good plan in place to complete them.

Adjournment: With no further matters for discussion J. Kingman moved to adjourn the meeting at 6:42 PM, seconded by J. Umlauf.

Janet Umlauf
J. Umlauf, Secretary

Julie Davidson
Attest: Julie Davidson, President

CIRCULATION BY HOLDINGS CODE
August 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	26	0	3	29
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	23	4	0	27
Blu-Ray (DBR)	74	0	4	78
Books on CD (DBKCD)	19	6	2	27
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	21	2	2	25
Digital Audiobooks (DDA)	14	1	0	15
DVD (DDVD)	784	80	62	926
Equipment (DEQP)	44	0	0	44
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	332	19	22	373
Fiction Fantasy (DFICF)	5	3	0	8
Fiction Inspirational (DFICI)	125	1	2	128
Fiction Mystery (DFICM)	80	10	4	94
Fiction New (DFICNEW)	422	21	22	465
Fiction Science Fiction (DFICSF)	1	1	0	2
Fiction Western (DFICW)	2	0	0	2
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	45	4	0	49
Hanging Bags (DHANG)	30	1	5	36
Hotspots (DWIFI)	2	30	12	44
ILL (DILL)	20	0	0	20
Internet (DINTER)	497	0	0	497
Juv. Audio book (DJAUDB)	23	2	3	28
Juv. Biography (DJBIO)	15	2	2	19
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	47	0	0	47
Juv. Digital Device (DJDDP)	18	2	0	20
Juvenile Easy (DJE)	856	16	78	950
Juv. Easy Non-fiction (DJENF)	92	1	5	98
Juv. Easy Reader (DJER)	286	8	19	313
Juv. Easy Reader NF (DJERN)	18	0	0	18
Juv. Fiction (DJFIC)	603	16	44	663
Juv. Graphic Novel (DJGN)	209	3	9	221
Juv. Holiday books (DJHOL)	14	0	0	14
Juv. Launchpads (DPTAB)	6			6
Juv. Magazine (DJMAG)	32	0	1	33
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	367	13	50	430
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	127	5	10	142
Large Print Fiction (DLPF)	130	5	13	148
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	130	2	7	139
Large Print Nonfic (DLPNF)	10	1	0	11
Large Print Western (DLPW)	7	0	1	8
Magazine (DMAG)	263	0	7	270
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	2	0	0	2
Nonfiction 100 (DNF100)	10	2	2	14
Nonfiction 200 (DNF200)	12	3	0	15
Nonfiction 300 (DNF300)	24	1	2	27
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	5	1	8	14
Nonfiction 600 (DNF600)	81	9	17	107
Nonfiction 700 (DNF700)	29	3	8	40
Nonfiction 800 (DNF800)	9	2	2	13
Nonfiction 900 (DNF900)	15	2	2	19
Nonfiction Blu-Ray (DNFBR)	2	1	0	3
Nonfiction DVD (DNFDVD)	29	1	5	35
Nonfiction (DNFIC)	5	0	1	6
Nonfiction New (DNFNEW)	98	11	11	120
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	6	0	0	6
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	4	0	0	4
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	2	81	0	83
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	6	0	0	6
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	136	8	8	152
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	4	2	0	6
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	22	0	24
Blu-Ray (RBR)	5	200	6	211
Books on CD (RBKCD)	4	43	6	53
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	0	50	0	50
Digital Audiobooks (RDA)	1	6	0	7
DVD (RDVD)	22	1279	49	1350
Equipment (REQP)	0	7	0	7
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	32	427	23	482
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	31	300	17	348
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	3	89	5	97
Hanging Bag (RHANG)	0	71	9	80
Hotspots (RWIFI)	7	29	10	46
ILL (RILL)	0	17	0	17
Internet (RINTER)	0	271	0	271
Juv. Audio book (RJAUDB)	0	5	0	5
Juv. Biography (RJBIO)	4	1	0	5
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	7	25	0	32
Juv. Digital Device (RJDDP)	0	2	1	3
Juvenile Easy (RJE)	10	459	15	484
Juv. Easy Non-fiction (RJENF)	3	63	1	67
Juv. Easy Reader (RJER)	1	370	0	371
Juv. Easy Reader NF (RJERN)	0	37	0	37
Juv. Fiction (RJFIC)	25	271	11	307
Juv. Graphic Novel (RJGN)	4	136	7	147
Juv. Launchpads (RPTAB)	3	2	1	6
Juv. Magazine (RJMAG)	0	5	0	5
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	16	255	11	282
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	187	8	197
Large Print Fiction (RLPF)	7	121	4	132
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	1	169	7	177
Large Print Nonfic (RLPNF)	0	13	1	14
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	5	74	2	81
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	4	0	4
Non-Fiction 100 (RNF100)	2	10	1	13

Non-Fiction 200 (RNF200)	3	8	0	11
Non-Fiction 300 (RNF300)	1	40	11	52
Non-Fiction 400 (RNF400)	0	10	1	11
Non-Fiction 500 (RNF500)	0	23	4	27
Non-Fiction 600 (RNF600)	10	151	18	179
Non-Fiction 700 (RNF700)	5	30	9	44
Non-Fiction 800 (RNF800)	0	5	2	7
Non-Fiction 900 (RNF900)	3	35	1	39
Nonfiction Blu-Ray (RNFBR)	0	0	0	0
Nonfiction DVD (RNFDVD)	4	51	2	57
Nonfiction (RNFIC)	0	2	0	2
Nonfiction New (RNFNEW)	8	121	21	150
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	5	0	5
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	69	5	2	76
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	1	10	28	39
STEAM Kits (RSTEAM)	0	3	0	3
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	2	0	2
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	70	2	76
YA Music CD (RYACD)	0	7	0	7
YA Nonfiction (RYANF)	0	5	2	7
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	0	12	12
Blu-Ray (WBR)	11	7	159	177
Books on CD (WBKCD)	4	7	68	79
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	0	1	16	17
Digital Audiobooks (WDA)	0	1	19	20
DVD (WDVD)	26	63	768	857
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	18	15	165	198
Fiction Fantasy (WFICF)	7	1	12	20
Fiction Inspirational (WFICI)	15	1	117	133
Fiction Mystery (WFICM)	7	5	41	53

Fiction New (WFICNEW)	43	18	135	196
Fiction Science Fiction (WFICSF)	1	0	3	4
Fiction Western (WFICW)	0	1	3	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	5	8	26	39
Hanging Bags (WHANG)	2	2	39	43
Hotspots (WWIFI)	6	32	7	45
ILL (WILL)	1	1	24	26
Internet (WINTER)	0	0	144	144
Juv. Audio book (WJAUDB)	1	0	28	29
Juv. Biography (WJBIO)	1	2	5	8
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	10	11
Juv. Digital Device (WJDDP)	4	1	8	13
Juvenile Easy (WJE)	12	12	351	375
Juv. Easy Non-fiction (WJENF)	0	0	48	48
Juv. Easy Reader (WJER)	9	10	114	133
Juv. Easy Reader NF (WJERN)	0	0	4	4
Juv. Fiction (WJFIC)	54	23	326	403
Juv. Graphic Novel (WJGN)	5	5	140	150
Juv. Launchpads (WPTAB)	1		6	7
Juv. Magazine (WJMAG)	1	1	20	22
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	9	9	204	222
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	7	5	216	228
Large Print Fiction (WLPF)	15	10	77	102
Large Print Inspirational (WLPI)	0	1	1	2
Large Print Mystery (WLPM)	0	0	12	12
Large Print New (WLPN)	14	3	83	100
Large Print Nonfic (WLPNF)	0	0	12	12
Large Print Western (WLPW)	0	0	6	6
Magazine (WMAG)	9	0	51	60
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	3	1	5	9
Non-Fiction 200 (WNF200)	0	2	6	8
Non-Fiction 300 (WNF300)	3	2	17	22
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	6	6
Non-Fiction 600 (WNF600)	10	5	56	71
Non-Fiction 700 (WNF700)	1	5	15	21
Non-Fiction 800 (WNF800)	0	0	0	0
Non-Fiction 900 (WNF900)	5	2	15	22
Nonfiction Blu-Ray (WNFBR)	0	0	3	3
Nonfiction DVD (WNFDVD)	1	4	48	53
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	9	11	53	73
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	12	12
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	19	19
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	0	0
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	1	0	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	14	10	100	124
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	1	3	5
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	6940	6285	4597	17822

CIRCULATION BY HOLDINGS CODE
August 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	26	0	3	29
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	25	26	12	63
Blu-Ray (BR)	92	208	172	472
Books on CD (BKCD)	27	56	76	159
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	21	53	18	92
Digital Audiobooks (DA)	15	8	19	42
DVD (DVD)	832	1422	879	3133
Equipment (EQP)	44	7	0	51
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	382	461	210	1053
Fiction Fantasy (FICF)	12	4	12	28
Fiction Inspirational (FICI)	140	2	119	261
Fiction Mystery (FICM)	87	15	45	147
Fiction New (FICNEW)	496	339	174	1009
Fiction Science Fiction (FICSF)	2	1	3	6
Fiction Western (FICW)	2	1	3	6

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	53	101	31	185
Hanging Bags (HANG)	32	74	53	159
Hotspots (WIFI)	15	91	29	135
ILL (ILL)	21	18	24	63
Internet (INTR)	497	271	144	912
Juv. Audio book (JAUDB)	24	7	31	62
Juv. Biography (JBIO)	20	5	7	32
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	54	26	10	90
Juv. Digital Device (JDDP)	22	5	9	36
Juvenile Easy (JE)	878	487	444	1809
Juv. Easy Non-Fiction (JENF)	95	**64**	54	213
Juv. Easy Reader (JER)	296	388	133	817
Juv. Easy Reader NF (JERN)	18	37	4	59
Juv. Fiction (JFIC)	682	310	381	1373
Juv. Graphic Novel (JGN)	218	144	147	509
Juv. Holiday (JHOL)	14	0	0	14
Juv. Launchpads (PTAB)	10	2	7	19
Juv. Magazine (JMAG)	33	6	21	60
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	392	277	265	934
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	136	197	234	567
Large Print Fiction (LPF)	152	136	94	382
Large Print Inspirational (LPI)	0	1	1	2
Large Print Mystery (LPM)	0	0	12	12
Large Print New (LPN)	145	174	97	416
Large Print Nonfic (LPNF)	10	14	13	37
Large Print Western (LPW)	7	0	7	14
Magazine (MAG)	277	74	60	411
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	2	4	1	7
Non-Fiction 100 (NF100)	15	13	8	36
Non-Fiction 200 (NF200)	15	13	6	34
Non-Fiction 300 (NF300)	28	43	30	101
Non-Fiction 400 (NF400)	1	10	2	13
Non-Fiction 500 (NF500)	5	24	18	47
Non-Fiction 600 (NF600)	101	165	91	357
Non-Fiction 700 (NF700)	35	38	32	105
Non-Fiction 800 (NF800)	9	7	4	20
Non-Fiction 900 (NF900)	23	39	18	80
Non-Fiction Blu-Ray (NFBR)	2	1	3	6
Non-Fiction DVD (NFDVD)	34	56	55	145
Nonfiction (NFIC)	5	2	2	9
Nonfiction New (NFNEW)	115	143	85	343
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	6	0	0	6
Professional Coll. (PROF)	0	4	0	4

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	5	12	17
Reference (REF)	18	31	1	50
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	4	1	19	24
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	69	5	2	76
SRCS (From other libraries III-SRC	2	81	0	83
SRCS (SRCSW) Wheatfield	1	10	28	39
STEAM Kits (STEAM)	6	3	0	9
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	2	0	2
YA Biography (YAB)	0	2	0	2
YA Books on CD (YABKCD)	0	1	0	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	154	88	110	352
YA Music CD (YACD)	0	7	0	7
YA Nonfiction (YANF)	5	8	5	18
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	0	0	0
				0
Free reads	162	232	102	496
Games/Puzzles	16	2	23	41
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7138	6552	4714	18404

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1587	1366	879	3832
Nonfiction	438	595	366	1399
CHILDREN'S BOOKS				
Fiction	2254	1563	1346	5163
Nonfiction	521	346	326	1193
YA BOOKS				
Fiction	207	189	141	537
Nonfiction	5	10	5	20
Preloaded Dig Dev, Child	10	2	7	19
Magazines, Adult	277	74	60	411
Magazines, Children	33	6	21	60
Sound Recordings, adult	63	120	113	296
Sound Recordings, ch	110	114	94	318
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	72	96	30	198
STEAM Kits	6	3	0	9

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	960	1692	1121	3773
Equipment	59	98	29	186
Total	6603	6274	4538	17415
A-V Circulation	1134	1926	1328	4388
A-V Circulation as % of total	17.2%	30.7%	29.3%	25.2%

CIRCULATION STATISTICS

August 2022

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circu-lation	Added Vols.	Withdrew Vols.	Circu-lation	Added Vols.	Withdrew Vols.	Circu-lation	Total Circ.
ADULT BOOKS										
Fiction	100	38	1,587	153	53	1,366	89	0	879	3,832
Nonfiction	43	139	438	76	18	595	33	2	366	1,399
CHILDREN'S BKS										
Fiction	40	3	2,254	83	47	1,563	62	4	1,346	5,163
Nonfiction	19	1	521	26	0	346	36	0	326	1,193
YA BOOKS										
Fiction	16	0	207	14	1	189	17	0	141	537
Nonfiction	2	0	5	2	0	10	0	0	5	20
Preloaded Dig Dev	0	0	10	0	0	2	2	1	7	19
Magazines,Adult	0	0	277	0	0	74	0	0	60	411
Magazines, Child	0	0	33	0	0	6	0	0	21	60
Games, Toys	0	0	0	0	0	0	0	0	0	0
Sound Rec/Adult	15	0	63	26	0	120	29	0	113	296
Sound Rec/Child	0	1	110	0	64	114	5	0	94	318
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	1	0	0	0	0	0	0	1
SRCS	0	0	72	0	0	96	0	0	30	198
STEAM Kits	0	0	6	0	0	3	0	0	0	9
Vertical Files	0	1	0	0	0	0	0	0	0	0
DVD/BluRay	53	0	960	115	64	1,692	56	0	1,121	3,773
Equipment	0	0	59	0	0	98	0	0	29	186
TOTAL	288	183	6,603	495	247	6,274	329	7	4,538	17,415

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	86,670	79,443	62,083
Circulation Increase/Decrease	**3.4%**	**23.3%**	**19.1%**

MONTHLY SYSTEM STATISTICS	2021	2022	% change
Current month's Circulation	15,274	17,415	14.0%
Jan. to date circulation	126,180	138,750	10.0%

DEMOTTE COLLECTION		**RENSSELAER COLLECTION**		**WHEATFIELD COLLECTION**		
Start of Month	**End of Month**	**Start of Month**	**End of Month**	**Start of Month**	**End of Month**	
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes	
XXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXX	
						ADULT BOOKS
25,030	25,092	17,087	17,187	15,830	15,919	**Fiction**
19,767	19,671	19,198	19,256	8,584	8,615	**Nonfiction**
						CHILDREN'S BKS
16,455	16,492	15,176	15,212	13,789	13,847	**Fiction**
9,707	9,725	6,548	6,574	6,758	6,794	**Nonfiction**
						YA BOOKS
2,523	2,539	3,438	3,451	3,493	3,510	**Fiction**
672	674	347	349	83	83	**Nonfiction**
11	11	18	18	31	32	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,802	3,817	927	953	5,006	5,035	**Sound Rec/Adult**
675	674	4,237	4,173	827	832	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	6	6	**STEAM Kits**
105	104		-1	43	43	**Vertical Files**
7,654	7,707	3,278	11,543	7,261	7,317	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
86,565	86,670	70,982	79,443	61,761	62,083	**TOTAL**
XXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
R5

August 2022

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	235	51	170	37	274	59	679	147
LOCAL HISTORY								
In person	3	1	4	1	0	0	7	2
Letters written	10	10	6	6	0	0	16	16
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	497	21	271	11	144	6	912	38
Internet use-Wireless	1395		1426		651		3472	
VCR Use	0	0	0	0	0	0	0	0
Microforms	8	1	9	1	0	0	17	2
Public FAX24	50		13		36		99	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	28	9	1	0	29	10
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	9		7		8		24	
Outreach activities	27	27	0	0	0	0	27	18
Meeting Room Use (no. of group	35	12	37	12	30	10	102	34
Study room use	28	2	46	4	15	1	89	7
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							3613	
IN-HOUSE USE ITEMS	279		303		58		640	
SELF-CHECKOUT USE	34		270		64		368	
INTERLIBRARY LOANS								
Requests made for:	20	5	32	8	17	4	69	17
Items rec'd for:	18	9	31	16	1	1	50	25
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6171	10461	3851	20483
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	216	433	99	748
Number of New Patrons Added	54	43	16	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	8	48	10	60	9	54	27	162
Number attending	74		95		505		674	
YA Programs (14-17)	3	18	2	12	0	0	5	30
Number attending	32		15		0		47	
Adult Programs	3	18	11	66	3	18	17	102
Number attending	46		104		24		174	
Senior Citizen Programs	4	24	1	6	0	0	5	30
Number attending	8		8		0		16	
Total Number of Programs	**18**	108	**24**	144	**12**	72	**54**	324
Total Persons Attending	**160**		**222**		**529**		**911**	
Total Attending Same Month Last Yr.	49		209		569		827	
Total Staff Hours Spent		247		249		154	650	641
Total Number of In-House Program	**14**		**20**		**8**		**42**	
Total Attendance	**152**		**154**		**170**		**476**	
Total Number of Outreach Program	**4**		**4**		**4**		**12**	
Total Attendance	**8**		**68**		**359**		**435**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4537	68.5%	3836	61.4%	3384	73.9%	11757	67.4%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	151	2.3%	156	2.5%	63	1.4%	370	2.1%
Juvenile-AV	540	8.2%	449	7.2%	567	12.4%	1556	8.9%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	172	2.6%	161	2.6%	73	1.6%	406	2.3%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	56	0.8%	50	0.8%	9	0.2%	115	0.7%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	19	0.3%	0	0.0%	19	0.1%
School	0	0.0%	29	0.5%	0	0.0%	29	0.2%
School AV	0	0.0%	22	0.4%	0	0.0%	22	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	116	1.9%	0	0.0%	116	0.7%
Staff	871	13.2%	1136	18.2%	388	8.5%	2395	13.7%
Walking books	61	0.9%	6	0.1%	2	0.0%	69	0.4%
YA 12-17	25	0.4%	67	1.1%	10	0.2%	102	2.8%
YA-AV	208	3.1%	201	3.2%	82	1.8%	491	2.8%
Total	6621		6248		4578		17447	
All items borrowed by nonresidents	228	3.4%	281	4.5%	82	1.8%	591	3.4%

R7

Salary Ordinance 2022
Updated 9/12/22

Name	**Classification**	**Hrly Wage**	**Start Date**	**Hrs Worked**	**Library**
Syleena Barrett	Page	$7.25	8/24/22	10	R
Jace Schultz	Page	$7.25	8/30/22	10	R
Kaitlyn Lakin	Library Assistant II	$12.82	10/1/22	35	R

We have hired Syleena Barrett as Rensselaer Page replacing Bonnie Schrag who no longer works for the library.

We have hired Jace Schultz as Rensselaer Page replacing Staci Pack who no longer works for the library.

We have promoted Kaitlyn Lakin to Library Assistant II (Business Office), replacing Donna Barko who no longer works for the library.

We have examined and approved the changes to the 2022 Jasper County Public Library Salary Ordinance. Dated 9/12/22.

Janelle Harper

Julie Davidson

Janett Kingman

Janet Umlauf

Kristi Hanson

Director's Report
August 2022

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

General Business:

2023 Budget Hearing: You will hold your hearing for your 2023 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

Wheatfield Library Annual Report: Evie Parrish and Rachael Cavinder will present their annual report of impacts at the September Board meeting.

DeMotte Parking Lot Project Update: A lot of progress has been made within the past month. I will provide an update.

Director's Report:

I will provide a quarterly Long-Range Plan/Technology Plan Update at our September board meeting.

There are three policies for up for review in September: Board Privileges Policy, Staff Privileges Policy, and Photography Policy. The Board By-Laws are also up for review. There are no recommended content revisions. Going forward I will be changing the font size and style of each policy document and adding Jasper County Public Library to each policy title for the sake of consistency.

A patron called DeMotte Library and spoke with Shannon on September 1. They were very upset about the library's Pride Month book display in June. The patron expressed moral and religious objection, expressing that they felt the display was sexually explicit and harmful to children. They expressed that having the display inside the front doors and across from the children's area was a really bad decision. Shannon explained that we have library materials for everyone in our community on various issues and topics so that patrons can read and learn about what they choose. The patron wanted to know who approved the display. Shannon explained that the display was discussed by our Management Team and librarians. The patron wasn't content with the conversation and said they will continue to talk with other pastors and community members to see about recourse and petitions. In your July board packet, I did share that a DeMotte patron let us know that they really appreciated our Pride Month book tower display.

The Indiana State Library's State Data Center, in conjunction with the Indiana Business Research Center, recently completed an analysis of the Indiana public library service area populations using newly released population data from the 2020 Census. The updated population for our Service Area is 30,993 (previously 31,525). We remain a Class B library. Our official population for our service area is now 30,993. This number will be reported on our annual report and will be used whenever there is a request for the population of our service area.

Rayann and I continued with Budget 2023 work in August. After the August 8 board meeting at which you voted to advertise the proposed budget, we uploaded the ad to Gateway as required.

We received word that we have been approved for an Indiana Legal Help Kiosk. We completed a required pre-installation survey and signed a required Memorandum of Agreement detailing the requirements, responsibilities, term, and provisions for renewal. Now we wait for the kiosk to be delivered.

All ARPA Grant reimbursement requests have been submitted. Final reports will be turned in this month as required.

Digital Access Cards have been distributed to local schools. Our Friends of the Library support this project by funding the cards. We really appreciate their support.

Our TLC Migration project is complete. I think things went very well. We did open late to the public on August 22. This was helpful as there were a few minor adjustments to be made that morning.

DeMotte celebrated the 30th birthday of their building in August. Rensselaer will celebrate in November. Staff have been very creative with their approach to these celebrations with a very strong art focus. This is perfect for our county that has a deep art history.

We took advantage of Jasper County Shred Day, taking numerous boxes of paper files, approved for discard/destruction, to the prosecutor's office. The county organized this day for local units of government, and we really appreciate it. Our attic and offices are much tidier now that we have gotten rid of these old files that are no longer needed/required.

A major thunderstorm/wind event passed through Jasper County on August 29. We had a few big branches down at Wheatfield Library and extended power outages at our Rensselaer and Wheatfield libraries. We lost internet and telephone service with the loss of power at Rensselaer. I closed Rensselaer and Wheatfield libraries early due to loss of electricity. Rensselaer Library had air conditioner woes on that day, too, so the building was hot. The power went out just as the technician arrived to troubleshoot. It was a challenging day for staff.

At the request of the Executive Director of the Jasper/Newton County Soil and Water Conservation District, I did write a letter of support for their proposed 319 grant project targeting conservation practice, implementation, education, and outreach efforts in the Lower Kankakee River Watershed. In addition to my letter, the library's support includes meeting space for public meetings and workshops and promoting educational events on our community bulletin boards.

I received a letter from our attorney, Ed Dumas, in August sharing that they will be moving to their new office at 104 N. Cullen St. Rensselaer, Indiana early in October.

I attended a virtual Indiana State Library Director Update on August 25. They reminded us about upcoming workshops and services that will go out for bid next year (courier service and internet provider) and provided an update about the Indiana Library Passport Program. 89 libraries are now live. There are over 400 participants signed up, and 174 check-ins have occurred.

System Administrator News

Sheila has been busy with preparations for Staff Development Day Tech presentations, TLC Migration, preparations for the Housing Kiosk, and the Time-Lapse Camera technology. Unfortunately, our time-lapse camera is out of commission again. We mailed the time-lapse camera back to Brinno to fix an issue where the camera stopped recording. When we received the replacement parts, Sheila assembled and re-configured. All seemed to be working for a while, but the Brinno Timelapse camera stopped recording again on 8/20 at 11am We missed a whole week of the front building work. Since this is the same issue as before, we assume they will tell us to send it back. By the time we do that and get it back, we will have missed a lot of work. We will contact Brinno about this, but after Staff Development Day."

Technical Services News

Becky reports, "With much help from Sheila and Mary, I made it through The Migration, and handled some of the post switch issues. I added reports permissions for each location. Mary helped some of the Public Services staff, primarily Rachel Kuhn and Kayla de Jong create new workflows for their old tasks. In fact, now that Kayla's ISL large print books are showing up in the PAC carousel, patrons have been placing holds like crazy! More circs! I participated in the Post-Migration phone call, and made the necessary settings changes for the system, such as labels. We are all slowly getting used to the new Cataloging interface. I've used reports, and things have gone well so far. I was even able to employ the new Cataloging interface to delete withdrawn items. There are still some outstanding things that need to be taken care of, but for the most part we are doing well.

DeMotte Library News

Shannon reports, "August was another busy month that flew by! We had a 30th birthday party to celebrate the library on August 5th. We did hourly giveaways and had water and cookies for patrons. We displayed community member's artwork throughout the month. We asked the community to create artwork using inspiration from the library and they delivered! Patrons have enjoyed looking at artwork from artists of all ages. Dan has repainted the outside handrails and they look great! Patrons have commented about how good they look. A patron and her daughter came in during the party to see her daughter's artwork. She told me how much she loved the art exhibit. She teared up talking about how proud her daughter was of the artwork she submitted. We had 46 patrons enter the hourly giveaways on the day of the party. Karla did an "oil spill" for Stem. Kids made "crude oil" from vegetable oil and cocoa powder. They used this to create their own oil spill. To clean up the spill, the kids used chenille wire, cotton balls, and a sponge. Karla also had them remove oil from a feather to replicate removing oil from birds. This was a great program that led to a lot of discussion.

Rensselaer Library News

Linda reports, "We have a new to the library wheelchair which is seeing almost daily use by a CDC client- great timing. Our newly offered card making and bracelet programs were well attended. Melissa Smith came up with a great idea to keep a prize ticket to redeem in the library in our Geocache box. One has been taken, but not redeemed yet." Janice reports, "We are very happy to have Saint Augustine classes back in the building. They always enjoy their walk to the library and being here. Story time attendance is picking up after the Summer Reading Break. We did not have many visitors to our Back to School Night Booth, I am sure it was due to the extreme heat that day. We were informed that the Help at Home Day program has closed, these are the patrons that usually came to our Magnificent Monday program so we will be making changes to accommodate other patrons. We are looking forward to getting back to our regular programs in September."

Wheatfield Library News

Evie reports, "I will be honest - we were in survival mode throughout most of August. Between staff shortages (still no luck hiring a Youth Services Assistant), training a new Adult Services Assistant, training one new clerk just as another resigned) and vacations, senior staff have had to work at the front desk more hours than they are used to and therefore have felt a bit more strained than usual. Applications have been slow to come in for both vacant positions, and even some of the ones we've received do not meet the minimum education/experience requirements we have. Even with the shortages, Wheatfield staff members managed to get a lot done in August. Carolynn planned another successful Escape Room and had over 20 groups participate! Along with that, adult services offered a Combat Coffee program and two book discussions. A program on Decluttering was scheduled with the Purdue Extension Office, but we decided to reschedule for a later time due to lack of registration (we both think it was just scheduled at a time of the year that was inconvenient for many). In youth services, Rachael offered Toddler Time sessions and started visiting Wheatfield Elementary classes again. She has also been scheduling and preparing for fall programs and crafts, ordering books, and sent thank you letters to businesses that donated for Summer Reading."

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet. - Patty

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JCPL FINANCIAL STATEMENT
August 31, 2022

	Beginning 2022 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,181,439.75	**$193,600.18**	$1,580,247.31	**$77,458.46**	$1,594,332.80	**$1,195,525.24**
Public Library Access Card Fund	$0.00	**$0.00**	$65.00	**$0.00**	$65.00	**$0.00**
Gift Fund	$24,901.20	$859.98	$10,658.40	$391.35	$14,313.10	**$28,555.90**
DeMotte	$8,960.54	**$439.47**	$3,251.82	**$0.00**	$3,583.80	**$9,292.52**
Rensselaer	$13,449.69	**$287.06**	$4,965.79	**$0.85**	$6,993.55	**$15,477.45**
Wheatfield	$2,490.97	**$133.45**	$2,440.79	**$390.50**	$3,735.75	**$3,785.93**
Library Improvement Reserve Fund	$232,465.52	**$0.00**	$0.00	**$21.03**	$154.80	**$232,620.32**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,270,969.90	**$67,980.00**	$171,763.42	**$2,758.06**	$8,531.25	**$2,107,737.73**
Includes Investments of: $1,807,250.46						
Broadband Connectivity Grant Fund	$0.00	**$0.00**	$12,483.35	**$0.00**	$18,656.33	**$6,172.98**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$50.94	**$0.00**	$27.32	**$14.00**	$143.53	**$167.15**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
ARP Grant Fund	$0.00	**$13,975.91**	$24,339.64	**$7,519.54**	$10,363.73	**($13,975.91)**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$8,257.46**	$69,256.42	**$8,257.46**	$69,256.42	**$0.00**
FICA Tax Collected	$0.00	**$7,970.65**	$66,406.25	**$7,970.65**	$66,406.25	**$0.00**
State Tax Collected	$0.00	**$3,605.77**	$30,182.53	**$3,605.77**	$30,182.53	**$0.00**
County Tax Collected	$0.00	**$2,772.10**	$22,960.64	**$2,772.10**	$22,960.64	**$0.00**
INPRS	$0.00	**$2,929.64**	$24,637.07	**$2,929.64**	$24,637.07	**$0.00**
Deferred Comp Plan	$0.00	**$1,840.00**	$20,170.00	**$1,840.00**	$20,170.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,607.59**	$28,487.72	**$3,607.52**	$28,487.64	**($0.08)**
Life Insurance	$0.00	**$337.60**	$2,740.96	**$337.58**	$2,741.04	**$0.08**
Garnishments	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,713,240.21**	**$307,736.88**	**$2,064,426.03**	**$119,483.16**	**$1,911,402.13**	**$3,560,216.31**

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Bank Balances

Jasper County Public Library

Report as of: **8/31/22**

	Bank	
1	Alliance Bank	$1,752,695.85
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,807,250.46
	Total all banks =	**$3,560,216.31**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$166.95	Jan-22
								$202.07	Feb-22
								$395.05	Mar-22
								$522.90	Apr-22
								$894.42	May-22
								$1,373.52	Jun-22
								$2,137.52	Jul-22
								$2,728.48	Aug-22

CLOSED INVESTMENTS:

	IN-02-0225-0001	TrustINdiana	N/A	$310,000.00		Rainy Day

(7/29/22 transferred to Alliance Bank for DeMotte Parking Lot Project)

TOTAL INTEREST EARNED: **$8,420.91**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 8/1/22 *To* 8/31/22

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$83,595.00	$0.00	$83,595.00	$6,966.26	$55,628.68	$27,966.32	33.5
1.12 SALARY OF ASSISTANTS	$1,227,154.00	$0.00	$1,227,154.00	$92,407.33	$779,577.37	$447,576.63	36.5
1.13 WAGES OF JANITORS	$100,212.00	$0.00	$100,212.00	$7,676.78	$55,345.44	$44,866.56	44.8
1.21 EMPLOYER'S SHARE-FICA	$107,939.00	$0.00	$107,939.00	$7,970.65	$66,406.25	$41,532.75	38.5
1.22 UNEMPLOYMENT COMPENSATION	$2,462.00	$0.00	$2,462.00	$0.00	$2,187.59	$274.41	11.1
1.23 EMPLOYER'S CONTRIB.- PERF	$126,700.00	$0.00	$126,700.00	$9,565.23	$80,708.88	$45,991.12	36.3
1.24 EMPLOYER'S CONTRIB.- INS.	$173,581.00	$0.00	$173,581.00	$11,784.59	$92,828.29	$80,752.71	46.5
Subtotal	*$1,821,643.00*		$1,821,643.00	$136,370.84	$1,132,682.50	$688,960.50	37.8
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$411.87	$88.13	17.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$41.06	$2,299.99	$4,700.01	67.1
2.21 CLEANING & SANITATION SUPPLIES	$8,000.00	$0.00	$8,000.00	$246.93	$2,746.64	$5,253.36	65.7
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$147.61	$2,287.56	$3,212.44	58.4
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$32.98	$1,467.02	97.8
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$79.30	$320.70	80.2
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$104.95	$645.05	86.0
2.41 LIBRARY SUPPLIES	$15,500.00	$0.00	$15,500.00	$593.91	$8,469.02	$7,030.98	45.4
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$1,029.51	$16,432.31	$23,317.69	58.7
3. Other Services and Charge							

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Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$6,000.00	$0.00	$6,000.00	$0.00	$3,597.00	$2,403.00	40.1
3.14 OTHER PROFESSIONAL SERVICES	$5,400.00	$0.00	$5,400.00	$145.40	$2,985.54	$2,414.46	44.7
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$4,218.50	$13,088.31	$17,011.69	56.5
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$6,375.00	$25,375.00	$6,125.00	19.4
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,082.79	$8,631.23	$5,368.77	38.3
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$8.70	$397.65	$1,602.35	80.1
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$978.17	$7,005.42	$12,994.58	65.0
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$125.00	$711.38	$8,288.62	92.1
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$101.57	$725.74	$1,074.26	59.7
3.26 NETWORKING	$84,956.00	$0.00	$84,956.00	$1,014.03	$8,468.18	$76,487.82	90.0
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$403.60	$396.40	49.6
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$3,486.64	$13.36	0.4
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$14,388.50	$14,611.50	50.4
3.51 GAS	$25,000.00	$0.00	$25,000.00	$575.59	$12,977.94	$12,022.06	48.1
3.52 ELECTRICITY	$130,000.00	$0.00	$130,000.00	$10,850.14	$66,336.46	$63,663.54	49.0
3.53 WATER	$3,500.00	$0.00	$3,500.00	$208.78	$2,136.33	$1,363.67	39.0
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$628.62	$4,918.59	$3,081.41	38.5
3.61 BUILDING & STRUCTURES	$120,000.00	$0.00	$120,000.00	$6,891.51	$42,570.66	$77,429.34	64.5
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$1,029.10	($529.10)	-105.8
3.72 EQUIPMENT RENTALS	$350.00	$0.00	$350.00	$13.80	$266.63	$83.37	23.8
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,902.54	$697.46	26.8
3.93 TAXES & ASSESSMENTS	$1,200.00	$0.00	$1,200.00	$0.00	$418.00	$782.00	65.2
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$10.00	$190.00	95.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$110,044.00	$0.00	$110,044.00	$4,347.21	$90,382.70	$19,661.30	17.9
Subtotal	*$690,170.00*		$690,170.00	$37,564.81	$312,513.14	$377,656.86	54.7
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$40,000.00	$0.00	$40,000.00	$617.44	$6,170.96	$33,829.04	84.6
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$9,511.26	$68,831.66	$81,168.34	54.1
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$1,285.82	$8,977.57	$7,522.43	45.6
4.53 NONPRINTED MATERIALS	$66,000.00	$0.00	$66,000.00	$7,220.50	$34,639.17	$31,360.83	47.5
Subtotal	*$272,500.00*		$272,500.00	$18,635.02	$118,619.36	$153,880.64	56.5
Grand Total	$2,824,063.00	$0.00	$2,824,063.00	$193,600.18	$1,580,247.31	$1,243,815.69	44.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **8/1/22** *To* **8/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
2. Supplies							
2.23 OTHER OPERATING SUPPLIES	$0.00	$0.00	$0.00	$0.00	$54.87	($54.87)	#Div/0!
Subtotal	*$0.00*		$0.00	$0.00	$54.87	($54.87)	#Div/0!
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$350.00	$9,650.00	96.5
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$910.00	$3,315.00	$26,685.00	89.0
3.61 BUILDING & STRUCTURES	$720,657.00	$0.00	$720,657.00	$67,070.00	$167,093.60	$553,563.40	76.8
Subtotal	*$760,657.00*		$760,657.00	$67,980.00	$170,758.60	$589,898.40	77.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$100,000.00	$0.00	$100,000.00	$0.00	$949.95	$99,050.05	99.1
Subtotal	*$100,000.00*		$100,000.00	$0.00	$949.95	$99,050.05	99.1
Grand Total	$860,657.00	$0.00	$860,657.00	$67,980.00	$171,763.42	$688,893.58	80.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 281 ARP Grant Fund

Jasper County Public Library

Report Date: From **8/1/22** *To* **8/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.14 OTHER PROFESSIONAL SERVICES	$0.00	$0.00	$0.00	$13,975.91	$24,266.34	($24,266.34)	#Div/0!
3.22 POSTAGE	$0.00	$0.00	$0.00	$0.00	$73.30	($73.30)	#Div/0!
Subtotal	*$0.00*		$0.00	$13,975.91	$24,339.64	($24,339.64)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$13,975.91	$24,339.64	($24,339.64)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List

Jasper County Public Library

Report Date: From **8/1/22** ***To*** **8/31/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
38846	490	AARON'S LAWN CARE	8/8/22	DeM, Rens, & Wh: Mowing & edging	$1,735.00
38847	491	ANTHEM BLUE CROSS BLUE	8/8/22	Health insurance premiums- August 2022	$14,262.08
38848	492	ANTHEM LIFE	8/8/22	Life insurance premiums- August 2022	$101.01
38849	493	CAPITAL ONE	8/8/22	Walmart: Library supplies, SD card for time lapse camera	$246.25
38850	494	CAPITAL ONE TRADE CREDIT	8/8/22	Kem's Hardware: Security light	$28.39
38851	495	CARDINAL COPIER SOLUTION	8/8/22	Quarterly maintenance agreement on DeMotte staff copier 4/2/22 - 7/1/22	$918.76
38852	496	CHICAGO TRIBUNE	8/8/22	DeM & Rens: Newspaper subscriptions Acct# 20468938	$379.34
38853	497	COLONIAL CLEANERS	8/8/22	DeM: Laundry	$19.08
38854	498	COMMONWEALTH TECHNOLO	8/8/22	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$1,248.62
38855	499	CULLIGAN WATER CONDITIO	8/8/22	Wh: Water Cooler Rental- August 2022	$13.80
38856	500	DATA443 RISK MITIGATION IN	8/8/22	Smart Shield licenses & annual maintenance	$706.88
38857	501	DELTA DENTAL	8/8/22	Dental insurance premiums- August 2022	$520.64
38858	502	DIGITAL DIVIDE DATA VENTU	8/8/22	Digitization of newspaper microfilm: final batches for grant	$13,975.91
38859	503	GRAINGER	8/8/22	LED bulbs, curtain rings, multipurpose cleaner, bottle filler filter	$169.09
38860	504	HAMSTRA BUILDERS, INC.	8/8/22	DeM: Parking Lot Project progress; Wh: HVAC repairs	$68,622.00
38861	505	JANET HUNTER	8/8/22	Cookies for DeMotte Library 30th Birthday	$260.00
38862	506	MOHLER ARCHITECTS, P.C.	8/8/22	DeM: Parking lot project	$910.00
38863	507	NIMBO IP LLC	8/8/22	Monthly Managed Service- July 2022	$815.00
38864	508	NIPSCO	8/8/22	DeM & Wh: Gas & electric service 6/29-7/29/22	$7,409.69
38865	509	NITCO	8/8/22	DeM: Local phone service- August 2022	$139.77
38866	510	ODP BUSINESS SOLUTIONS, L	8/8/22	Janitorial, library, office, & maintenance supplies, electric pencil sharpener	$445.33
38867	511	OVERDRIVE, INC.	8/8/22	Deposit on Account for Future Content Purchases	$6,375.00
38868	512	PATTY EENIGENBURG	8/8/22	Mileage 7/28/22	$29.06
38869	513	PRECISION CONTROL SYSTE	8/8/22	Rens & DeM: Preventative maintenance; DeM: HVAC repair	$1,445.19
38870	514	RACHAEL CAVINDER	8/8/22	Mileage 2/22-7/28/22	$135.36
38871	515	RELIABLE EXTERMINATORS, I	8/8/22	DeM: Exterior & Interior Treatment	$300.00
38872	516	SCHOLASTIC INC.	8/8/22	Summer Reading prizes	$5.68
38873	517	STEVE'S SPECIALIZED SERVI	8/8/22	Laundry	$110.00
38874	518	TRUGREEN PROCESSING CE	8/8/22	Insect & disease control service, Ornamental bed weed control	$346.89
38875	519	VSP INSURANCE CO. (CT)	8/8/22	Vision insurance premiums- August 2022	$190.88
38876	520	AMAZON CAPITAL SERVICES	8/8/22	Books	$195.31
38877	521	ASSOCIATION FOR RURAL &	8/8/22	2022 ARSL Conference registrations- virtual attendance: E. Parrish, L. Poortenga	$125.00
38878	522	BAKER & TAYLOR	8/8/22	Books, Continuations, AV, Auto. Yours, B & T Licenses	$14,479.04
38879	523	BAKER & TAYLOR ENTERTAIN	8/8/22	AV	$2,650.47
38880	524	BUSINESS CARD	8/8/22	Library supplies, damaged ILL book, background check	$358.15
38881	525	CENTURYLINK	8/8/22	Rens: Fax line- August 2022	$61.20
38882	526	CULBRETH'S LAWN & TREE LL	8/8/22	Rens: Removal of Hackberry limbs damaged by storm, trimming of multiple trees along sidewalks	$2,600.00
38883	527	DEMCO INC	8/8/22	Library supplies	$416.36
38884	528	FINDAWAY WORLD, LLC	8/8/22	Wonderbooks, Launchpad power adapters, Launchpads, Playaways	$2,455.11
38885	529	INDIANA WASTE SERVICE	8/8/22	DeM & Wh: Trash pick-up August 2022	$174.50
38886	530	MIDWEST TAPE LLC	8/8/22	AV	$1,266.90

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38887	531	PRECISION CONTROL SYSTE	8/8/22	Rens: Preventative maintenance	$140.70
38888	532	SHEILA BROUSSARD	8/8/22	Postage	$8.70
38889	533	THE TIMES	8/8/22	Wh: Newspaper subscription Acct# 170-00037838	$343.99
38890	534	TRUGREEN PROCESSING CE	8/8/22	Rens: Insect & Disease Control Service	$98.12
38891	535	UNIQUE	8/8/22	Collections: Initial/Secondary Placements- July 2022	$76.65
38892	536	VERSA PRODUCTS INC.	8/8/22	VersaDesk PowerPro corner desk converter	$599.00
0	537	PAYROLL	8/10/22	PAYROLL	$52,697.54
0	538	CHRISTINA SANDERS	8/10/22	Courier Mileage: 7/16 - 7/31/2022 (Conf #1152)	$387.50
0	539	INPRS fbo PERF	8/10/22	INPRS Contributions 8/10/22 Payroll	$6,130.25
0	540	IRS USA TAXPAYMENT	8/10/22	Federal Withholding, Medicare & FICA withheld 8/10/22 Payroll (Acknowledgement #83830798)	$11,883.16
0	541	NATIONWIDE	8/10/22	Annuity withheld 8/10/22 payroll	$920.00
0	542	THE TIMES	8/10/22	DeM: Newspaper subscription Acct# 170-00009893 (conf# 1150)	$370.99
0	543	TOWN OF DEMOTTE	8/10/22	Dem: Sewer & Water : July 2022 (Conf #1153)	$131.18
0	544	TOWN OF WHEATFIELD	8/10/22	Wh: Sewer Service August 2022 (Conf #1151)	$77.35
0	545	PAYROLL	8/25/22	PAYROLL	$54,352.83
0	546	AFLAC	8/25/22	Supplemental Insurance August 2022 (Conf #1154)	$655.17
0	547	ALLIANCE BANK	8/25/22	Direct Deposit Fees - July 2022	$38.70
0	548	CENTURYLINK	8/25/22	Wh: Fax line August 2022 (conf# 1156)	$66.82
0	549	CHRISTINA SANDERS	8/25/22	Courier Mileage: 8/1 - 8/15/2022 (Conf #1157)	$426.25
0	550	CITY OF RENSSELAER	8/25/22	Rens: Utilities: 7/6 - 8/5/22 (Conf #151809398)	$4,470.41
0	551	INDIANA DEPARTMENT OF RE	8/25/22	State & County Taxes withheld August 2022 Payrolls (Conf #0-009-371-552)	$6,377.87
0	552	INPRS fbo PERF	8/25/22	INPRS Contributions 8/25/22 Payroll	$6,364.62
0	553	IRS USA TAXPAYMENT	8/25/22	Federal Withholding, Medicare & FICA withheld 8/25/22 Payroll (Acknowledgement #64032601)	$12,315.60
0	554	NATIONWIDE	8/25/22	Annuity withheld 8/25/22 payroll	$920.00
0	555	POST-TRIBUNE	8/25/22	DeM & Rens: Newspaper subscriptions Acct# 44365252 (Conf# 1158)	$191.50
0	556	T-MOBILE	8/25/22	Hotspot Data Service 7/2 - 8/1/22 (Conf #1155)	$1,014.03
0	557	ALLIANCE BANK	8/31/22	Positive Pay Fee- August 2022	$15.00
0	558	SQUARE, INC	8/31/22	Merchant Processing Fees- August 2022	$16.21

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$307,736.88**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, September 8, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $307,736.88

Date this 12th **day of** September **,20**22**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
August 31, 2022

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$988.94	$5,293.18
DeMotte	$203.51	$1,125.70		
Rensselaer	$597.40	$3,166.12		
Wheatfield	$188.03	$1,001.36		
PHOTOCOPIES:			$1,172.99	$6,391.91
DeMotte	$284.85	$1,875.75		
Rensselaer	$618.94	$3,313.71		
Wheatfield	$269.20	$1,202.45		
INTEREST (Checking, Repurchase, CDs):			$114.37	$713.25
TAXES:			$74,982.16	$1,579,651.66
Property Tax	$0.00	$833,997.25		
LOIT	$17,903.58	$143,228.64		
License Excise Tax	$0.00	$69,460.00		
Financial Institution Tax	$0.00	$3,419.13		
CVET(Commercial Vehicle Excise)	$0.00	$8,738.00		
LIT Certified Shares	$57,078.58	$520,808.64		
TAXABLE SALES:-			$0.00	$11.81
REFUNDS:			$200.00	$2,270.99
Rebates/Refund	$0.00	$312.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$200.00	$1,950.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$8.99		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$77,458.46**	**$1,594,332.80**
PLAC FUND:			$0.00	$65.00
GIFT FUNDS:			$391.35	$14,313.10
DeMotte	$0.00	$3,583.80		
Rensselaer	$0.85	$6,993.55		
Wheatfield	$390.50	$3,735.75		
LIB. IMPROV. RESERVE FUND:			$21.03	$154.80
Interest Earned	$21.03	$154.80		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$2,758.06	$318,531.25
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$2,758.06	$8,531.25		
Interfund Transfer	$0.00	$310,000.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,656.33
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$14.00	$143.53
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$7,519.54	$10,363.73
SUB-TOTAL (page 1)			**$88,162.44**	**$1,956,560.54**

F5b

WITHHOLDING ACCOUNT FUNDS:			$31,320.72	$264,841.59
FIT Tax Collected	$8,257.46	$69,256.42		
FICA Collected	$7,970.65	$66,406.25		
State Tax Collected	$3,605.77	$30,182.53		
County Tax Collected	$2,772.10	$22,960.64		
INPRS	$2,929.64	$24,637.07		
Deferred Comp Plan	$1,840.00	$20,170.00		
Pre-tax Insurance Plan	$3,607.52	$28,487.64		
Life Insurance	$337.58	$2,741.04		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$119,483.16**	**$2,221,402.13**

F6a

Voucher List

Jasper County Public Library

Report Date: From **9/1/22** *To* **9/12/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	559	PAYROLL	9/9/22	PAYROLL	$57,276.79
0	560	CHRISTINA SANDERS	9/9/22	Courier Mileage: 8/16 - 8/31/2022 (Conf #1159)	$465.00
0	561	INPRS fbo PERF	9/9/22	INPRS Contributions 9/9/22 Payroll	$6,653.15
0	562	IRS USA TAXPAYMENT	9/9/22	Federal Withholding, Medicare & FICA withheld 9/9/22 Payroll (Acknowledgement #73465642)	$13,098.26
0	563	NATIONWIDE	9/9/22	Annuity withheld 9/9/22 payroll	$920.00
0	564	TOWN OF DEMOTTE	9/9/22	Dem: Sewer & Water : August 2022 (Conf #1160)	$152.91
0	565	TOWN OF WHEATFIELD	9/9/22	Wh: Sewer Service September 2022 (Conf #1161)	$77.35
38893	566	AARON'S LAWN CARE	9/12/22	Mowing & edging	$1,084.00
38894	567	ACE HARDWARE	9/12/22	Maintenance & painting supplies	$93.91
38895	568	AFLAC	9/12/22	Supplemental Insurance September 2022	$655.17
38896	569	AMAZON CAPITAL SERVICES	9/12/22	Books, water softener oxidizer, disinfectant spray, bar keepers friends cleaner, webcams, plunger	$1,237.35
38897	570	ANTHEM BLUE CROSS BLUE	9/12/22	Health insurance premiums- September 2022	$14,262.08
38898	571	ANTHEM LIFE	9/12/22	Life insurance premiums- September 2022	$105.21
38899	572	APPLIED INNOVATION	9/12/22	Quarterly maintenance agreement on patron copiers	$977.92
38900	573	BAKER & TAYLOR	9/12/22	Books, Continuations, AV, Auto. Yours	$11,321.79
38901	574	BAKER & TAYLOR ENTERTAIN	9/12/22	AV	$1,939.91
38902	575	BUSINESS CARD	9/12/22	Stand-up desk, domain renewals, postage, Geri-Fit 3-volume set, lightbulbs, trivia program prize, background check	$1,036.94
38903	576	CAPITAL ONE	9/12/22	Walmart: Books, library & maintenance supplies	$339.00
38904	577	CARRIAGE PAPER PRODUCT	9/12/22	Receipt paper rolls	$166.70
38905	578	CENTURYLINK	9/12/22	Rens: Fax line- September 2022	$64.27
38906	579	CHICAGO DISTRIBUTION CEN	9/12/22	I Read Banned Books stickers	$15.19
38907	580	CULLIGAN WATER CONDITIO	9/12/22	Wh: Water Cooler Rental- September 2022; 5-gallon drinking water- 5	$63.55
38908	581	DANIEL VAN BLAIRCOM	9/12/22	Mileage 1/8-6/18/22	$22.58
38909	582	DELTA DENTAL	9/12/22	Dental insurance premiums- September 2022	$520.64
38910	583	DEMOTTE DECORATIVE STON	9/12/22	Wh: River rock	$940.00
38911	584	EBSCO INFORMATION SERVI	9/12/22	Consumer Reports database subscription 10/1/22-9/30/23	$2,091.00
38912	585	EDWARD P. DUMAS	9/12/22	Legal Assistance	$400.00
38913	586	ENA SERVICES LLC	9/12/22	Internet Service- July 2022	$1,807.50
38914	587	FINDAWAY WORLD, LLC	9/12/22	Playaways, Wonderbook	$1,080.08
38915	588	GRAINGER	9/12/22	Multi-purpose cleaner	$54.87
38916	589	GREY HOUSE PUBLISHING	9/12/22	Continuations	$862.10
38917	590	HAMSTRA BUILDERS, INC.	9/12/22	DeM: Parking Lot Project progress	$92,552.80
38918	591	ICC BUSINESS PRODUCTS	9/12/22	Chairmat, disinfectant spray	$104.01
38919	592	INDIANA GROCERY GROUP, L	9/12/22	Management Meeting refreshments, trivia program prizes, SDD positivity appreciation treats, Escape room program snacks	$326.89
38920	593	INDIANA STATE LIBRARY	9/12/22	Difference is You conference registration- L. Poortenga, J. Wilma	$50.00
38921	594	JOHNSON CONTROLS FIRE P	9/12/22	Annual Fire Alarm Test & Inspections	$2,912.00
38922	595	KANKAKEE VALLEY PUBLISHI	9/12/22	Readers Choice Thank You ad	$45.00
38923	596	KAPCO	9/12/22	Polyester corners, polyester repair tape	$69.19
38924	597	KROGER GARDIS & REGAS, L	9/12/22	Legal Assistance: Personnel Matters	$505.50
38925	598	LINDA POORTENGA	9/12/22	Mileage 7/29-8/11/22	$67.38
38926	599	THE LOCK DOCTOR	9/12/22	DeM: Lock repair	$265.00
38927	600	MIDWEST TAPE LLC	9/12/22	AV	$1,689.58

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
38928	601	MOHLER ARCHITECTS, P.C.	9/12/22	DeM: Parking lot project	$780.00
38929	602	NIMBO IP LLC	9/12/22	Monthly Managed Service- August 2022	$815.00
38930	603	NIPSCO	9/12/22	DeM & Wh: Gas & electric service 7/29-8/30/22	$7,403.12
38931	604	NITCO	9/12/22	DeM: Local phone service- September 2022	$139.77
38932	605	ODP BUSINESS SOLUTIONS, L	9/12/22	Janitorial & office supplies	$397.23
38933	606	PATTY STRINGFELLOW	9/12/22	Mileage 7/13-9/1/22	$214.38
38934	607	PRECISION CONTROL SYSTE	9/12/22	Rens: HVAC repairs	$1,481.00
38935	608	QUILL LLC	9/12/22	Janitorial, office, & library supplies	$790.82
38936	609	RAINBOW BOOK COMPANY	9/12/22	Books	$606.63
38937	610	RAINBOW PRINTING	9/12/22	Digital Access Cards	$871.50
38938	611	RAYANN GILMORE	9/12/22	Mileage 6/24-8/15/22	$26.62
38939	612	ROEING CORPORATION	9/12/22	APC by Schneider Electric Smart UPS	$946.00
38940	613	SHANNON HELDAK	9/12/22	Mileage 7/13-8/15/22	$51.88
38941	614	SMITH FARM STORE	9/12/22	Weed killer	$59.99
38942	615	TEAM SOFTWARE SOLUTION	9/12/22	Public Web Browser Annual Renewal	$125.00
38943	616	TRUGREEN PROCESSING CE	9/12/22	Lawn fertilization	$149.94
38944	617	UNIQUE	9/12/22	Collections: Initial/Secondary Placements- August 2022	$142.35
38945	618	USA TODAY #8872	9/12/22	Wh: Newspaper subscription Acct# UT4209466	$398.49
38946	619	VSP INSURANCE CO. (CT)	9/12/22	Vision insurance premiums- September 2022	$190.88
				Total Amount of Claims	**$233,963.17**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 12, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $233,963.17

Date this 12th **day of** September **,20**22.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

O
C
T.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 10, 2022, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of September Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)

General Business

Budget 2023 Adoption (R 15)	Action
DeMotte Parking Lot Project Update (R 15)	Action
Advanced Tax Draw Resolution (R 15)	Action
2023 Slate of Officers (R 15)	Information

Director's Report (R 15–R 20)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **September 12, 2022**
Jasper County Public Library Board of Trustees **Wheatfield Library**
6:00 PM

Present: Mark Heinig, Kevin Kaluf, Julie Davidson, Janet Umlauf, Janelle Harper, Kristie Housman, Janett Kingman, Patricia Stringfellow, Rayann Gilmore, Evie Parrish, Rachael Cavinder
Absent:

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda Items including the August Board Meeting Minutes, bills/financial reports, and Salary Ordinance Update were approved as presented on a motion by J. Kingman, seconded by K. Housman. Motion passed.

2023 Budget Hearing: No citizens were in attendance for the hearing with questions or concerns on the proposed budgets. The President deemed the hearing closed.

Wheatfield Library Annual Report: Rachael Cavinder, Children's Specialist, reported the last year has been nice, as we are getting back to a more normal world here in the library. One major change here has been with our staffing (in the past 18 years I've been here, this year we have seen the most staff turnover due to a retirement and staff leaving for new opportunities). We are looking forward to having a "full crew." We were all excited to offer Summer Reading here in the library with performers once again. Our numbers are slowly getting back to pre-COVID numbers. It was nice to be busy again with all the busy-ness of Summer Reading. We had a lot of community support with our local businesses offering either money or coupons as incentives for our Summer Readers, even a couple of businesses donated for the first time this year. I love the partnerships with the local schools. Wheatfield Elementary allows me to visit classrooms once a month to read a story, share new items in the children's collection, as well as promote library programs. This year, 1st grade visits have returned here in September to celebrate September's Library Card Sign-up Month. Due to COVID, we have been unable to offer this the last couple of years. We have already seen kids coming in these past 2 weeks to get their first library card. I will be visiting the KV Intermediate School classes as well to promote September Library Card Sign up Month, and to educate them on all the library has to offer. This past summer, we had a great group of Teen volunteers to help with Story Times, as well as Summer Reading programs. Many of these volunteers also help with Children's programs throughout the school year, such as Maker Monday programs, Afterschool programs, family holiday programs, and coming in October they will be utilized with a Fall family program as well. I have been very lucky with a great group of teens who are responsible and willing to help us out. This year, many of them even signed up with Beanstack (our online Summer Reading program) so that they would be knowledgeable with helping patrons earn their tickets/prizes each week. Many of our pages that have worked here at the library started out as teen volunteers, including our newest page, Rebecca Nikolaou.

Evie Parrish, Branch Manager, highlighted a program we started last year and hope to continue – it is the holiday photo booth. We partnered with Spare Room Studios to create a beautiful setting and allowed people/families to come in and take pictures free of charge. We recognize that this is often an expense not affordable to many families, so we jumped on the opportunity to offer the simple yet impactful event. There were 36 families that participated (or at least wrote their names on the sign-in sheet) with over 125 participants, many of whom are not typical library users. I also started two new regular programs over the last year. Combat Coffee has been offered at the Rensselaer Library for a few years now, and one of their participants asked if we might consider offering it here as well. We began offering the program monthly in April and have received positive feedback from participants. We have also just begun our second 8-week session of Geri-Fit – this is a chair aerobics exercise program designed for anyone over the age of 60, but it is beneficial for anyone. Those who have attended say they really enjoy Geri-Fit and are eager to return! We continue to have success with our Friday night offerings, including craft nights, Nerf Nights, and Trivia Nights. The community appreciates inexpensive opportunities to get out on Friday evenings, and these programs are engaging to a variety of ages. We continue to get patrons in the building who are pleasantly surprised by the beauty and functionality of the building and property. We did lose half of a tree near the entrance during the latest storm, as well as a large bush near the staff parking lot, but are otherwise fairing very well. Jason has been reconstructing landscaping surfaces that have disappeared over the years, replacing the mulch with rock. This will hold up better, keep us from having to continually purchase new mulch as it breaks down and runs downhill in wet weather. We are also getting ready to start our sensory garden this fall – we plan to get the walking path laid out so that we can get started with the plants and flowers in the spring! It has been a year of staff turnover at Wheatfield. Over the past year, I have received 6 staff resignations. Therefore, we have been almost perpetually short-staffed or in the process of training new staff. I truly believe, though, that the Wheatfield staff members are the most kind and understanding group of people I have ever met - they have 'weathered the storm' and continually worked together to get everything done while maintaining optimistic attitudes and serving our patrons with tact and love.

DeMotte Parking Lot Project Update: A lot of progress has been made in the past month. P. Stringfellow shared a summary. Asphalt has been removed from the hill; it is roped off, no longer being used, and awaiting landscaping. Supports for pergolas are going in on program/plaza area in front of the entrance. The patio pergola on the south side of the building is in process. The parking lot has been dealing well with the rain; the lights are in and illuminating the parking area; and the striping is complete. We continue to receive mixed reviews from patrons about the distance from the parking to the door. The handicap spaces have been moved to the corner of the building facing east at the end of the sidewalk. This places them close to the curb cutout on the sidewalk and the story walk as well as putting them on a more level surface than the previous placement. With cars now able to park on the new parking lot, we have realized there is a need for a barrier to prevent cars from driving onto the program/plaza area and the widened asphalt path. We recommend adding four boulders to the plaza area and one on the end of the asphalt path closest to the school to serve as barriers. The boulders would contribute to the natural look and coordinate with the stone being used in the dry creek and other landscaped areas. The story walk path is in place and the red granite is being added. The posts for the story boards have been placed. M. Heinig moved to approve adding the four boulders to the program/plaza area and one at the end of the asphalt path to prevent cars driving in these areas, seconded by J. Umlauf. Motion passed.

Director's Report: The Board was provided with the quarterly Long-Range Plan/Technology Plan Update. P. Stringfellow reported a patron called DeMotte Library on September 1 and spoke with Shannon, the Branch Manager. They expressed that they were very upset about the library's Pride Month book display in June. The Indiana State Library's State Data Center, in conjunction with the Indiana Business Research Center, recently completed an analysis of the Indiana public library service area populations using newly released population data from the 2020 Census. The updated population for our service area is 30,993 (previously 31,525). We remain a Class B library. We received word that we have been approved for an Indiana Legal Help Kiosk. We completed a required pre-installation survey and signed a required Memorandum of Agreement detailing the requirements, responsibilities, term, and provisions for renewal. Now we wait for the kiosk to be delivered. Digital Access Cards have been distributed to local schools. Our Friends of the Library support this project by funding the cards. Our TLC Migration project is complete. Things went very well. We did open late to the public on August 22. This was helpful as there were a few minor adjustments to be made that morning. DeMotte celebrated the 30th birthday of their building in August. Rensselaer will celebrate in November. We took advantage of Jasper County Shred Day, taking numerous boxes of paper files, approved for discard/destruction, to the prosecutor's office. The county organized this day for local units of government, and we really appreciate it.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 7:01 PM, seconded by J. Harper.

Janet Umlauf
Janet Umlauf, Secretary

Julie Davidson
Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
September 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	19	0	0	19
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	23	7	3	33
Blu-Ray (DBR)	93	1	1	95
Books on CD (DBKCD)	23	2	4	29
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	17	3	2	22
Digital Audiobooks (DDA)	16	1	0	17
DVD (DDVD)	1099	50	19	1168
Equipment (DEQP)	39	0	0	39
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	373	26	11	410
Fiction Fantasy (DFICF)	5	0	0	5
Fiction Inspirational (DFICI)	100	5	0	105
Fiction Mystery (DFICM)	84	11	1	96
Fiction New (DFICNEW)	399	26	15	440
Fiction Science Fiction (DFICSF)	1	0	0	1
Fiction Western (DFICW)	0	0	0	0
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	29	1	1	31
Hanging Bags (DHANG)	28	0	1	29
Hotspots (DWIFI)	5	30	6	41
ILL (DILL)	29	0	0	29
Internet (DINTER)	500	0	0	500
Juv. Audio book (DJAUDB)	19	1	0	20
Juv. Biography (DJBIO)	23	0	2	25
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	44	0	0	44
Juv. Digital Device (DJDDP)	18	1	0	19
Juvenile Easy (DJE)	916	23	26	965
Juv. Easy Non-fiction (DJENF)	62	1	8	71
Juv. Easy Reader (DJER)	357	6	8	371
Juv. Easy Reader NF (DJERN)	11	0	0	11
Juv. Fiction (DJFIC)	599	13	31	643
Juv. Graphic Novel (DJGN)	176	3	16	195
Juv. Holiday books (DJHOL)	73	4	1	78
Juv. Launchpads (DPTAB)	1	0	0	1
Juv. Magazine (DJMAG)	35	0	0	35
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	458	19	20	497
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	127	1	1	129
Large Print Fiction (DLPF)	132	11	4	147
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	109	3	2	114
Large Print Nonfic (DLPNF)	9	3	0	12
Large Print Western (DLPW)	9	0	0	9
Magazine (DMAG)	234	0	1	235
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	1	0	2	3
Nonfiction 100 (DNF100)	5	1	2	8
Nonfiction 200 (DNF200)	14	6	0	20
Nonfiction 300 (DNF300)	30	5	2	37
Nonfiction 400 (DNF400)	0	2	0	2
Nonfiction 500 (DNF500)	12	1	1	14
Nonfiction 600 (DNF600)	85	5	5	95
Nonfiction 700 (DNF700)	34	6	1	41
Nonfiction 800 (DNF800)	9	0	0	9
Nonfiction 900 (DNF900)	23	7	3	33
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	32	0	1	33
Nonfiction (DNFIC)	7	0	1	8
Nonfiction New (DNFNEW)	92	9	13	114
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	12	0	0	12
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	86	0	86
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	7	0	0	7
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	112	7	3	122
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	2	2	1	5
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	21	1	23
Blu-Ray (RBR)	2	311	4	317
Books on CD (RBKCD)	1	38	2	41
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	7	32	0	39
Digital Audiobooks (RDA)	2	22	1	25
DVD (RDVD)	40	1618	40	1698
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	16	404	16	436
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	29	228	15	272
Genealogy (RGENE)	0	2	0	2
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	115	0	116
Hanging Bag (RHANG)	1	95	0	96
Hotspots (RWIFI)	4	32	9	45
ILL (RILL)	0	13	0	13
Internet (RINTER)	0	254	0	254
Juv. Audio book (RJAUDB)	0	1	1	2
Juv. Biography (RJBIO)	0	4	0	4
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	7	0	7
Juv. Digital Device (RJDDP)	4	11	0	15
Juvenile Easy (RJE)	18	580	14	612
Juv. Easy Non-fiction (RJENF)	0	95	7	102
Juv. Easy Reader (RJER)	1	422	4	427
Juv. Easy Reader NF (RJERN)	2	33	0	35
Juv. Fiction (RJFIC)	28	332	15	375
Juv. Graphic Novel (RJGN)	11	175	14	200
Juv. Launchpads (RPTAB)	0	3	0	3
Juv. Magazine (RJMAG)	0	7	0	7
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	15	258	5	278
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	226	4	230
Large Print Fiction (RLPF)	8	185	4	197
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	6	210	2	218
Large Print Nonfic (RLPNF)	0	11	0	11
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	69	0	69
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	2	0	2
Non-Fiction 100 (RNF100)	4	17	0	21

Non-Fiction 200 (RNF200)	3	12	0	15
Non-Fiction 300 (RNF300)	2	22	2	26
Non-Fiction 400 (RNF400)	0	5	0	5
Non-Fiction 500 (RNF500)	2	16	1	19
Non-Fiction 600 (RNF600)	13	97	28	138
Non-Fiction 700 (RNF700)	3	26	1	30
Non-Fiction 800 (RNF800)	0	4	1	5
Non-Fiction 900 (RNF900)	3	28	1	32
Nonfiction Blu-Ray (RNFBR)	1	3	0	4
Nonfiction DVD (RNFDVD)	2	47	3	52
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	10	96	8	114
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	8	13	0	21
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	31	4	7	42
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	5	41	46
STEAM Kits (RSTEAM)	0	2	0	2
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	2	0	2
YA Biography (RYAB)	0	3	0	3
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	39	3	49
YA Music CD (RYACD)	0	0	0	0
YA Nonfiction (RYANF)	0	8	1	9
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	0	8	9
Blu-Ray (WBR)	2	3	178	183
Books on CD (WBKCD)	3	9	91	103
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	0	35	38
Digital Audiobooks (WDA)	1	1	16	18
DVD (WDVD)	15	50	998	1063
Equipment (WEQP)	0	0	2	2
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	19	17	152	188
Fiction Fantasy (WFICF)	8	2	12	22
Fiction Inspirational (WFICI)	12	2	112	126
Fiction Mystery (WFICM)	3	2	36	41

Fiction New (WFICNEW)	26	13	140	179
Fiction Science Fiction (WFICSF)	1	0	3	4
Fiction Western (WFICW)	0	1	5	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	3	1	23	27
Hanging Bags (WHANG)	1	0	29	30
Hotspots (WWIFI)	8	25	9	42
ILL (WILL)	0	6	28	34
Internet (WINTER)	0	0	119	119
Juv. Audio book (WJAUDB)	0	2	8	10
Juv. Biography (WJBIO)	0	0	5	5
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	7	7
Juv. Digital Device (WJDDP)	2	0	27	29
Juvenile Easy (WJE)	26	17	400	443
Juv. Easy Non-fiction (WJENF)	0	0	55	55
Juv. Easy Reader (WJER)	5	2	153	160
Juv. Easy Reader NF (WJERN)	0	0	6	6
Juv. Fiction (WJFIC)	33	12	383	428
Juv. Graphic Novel (WJGN)	3	3	169	175
Juv. Launchpads (WPTAB)	0	2	7	9
Juv. Magazine (WJMAG)	0	0	28	28
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	14	7	205	226
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	13	187	203
Large Print Fiction (WLPF)	8	13	79	100
Large Print Inspirational (WLPI)	0	0	14	14
Large Print Mystery (WLPM)	0	0	6	6
Large Print New (WLPN)	2	4	108	114
Large Print Nonfic (WLPNF)	1	1	9	11
Large Print Western (WLPW)	0	0	2	2
Magazine (WMAG)	3	0	38	41
Non-Fiction 000 (WNF000)	0	3	0	3
Non-Fiction 100 (WNF100)	1	4	4	9
Non-Fiction 200 (WNF200)	1	0	4	5
Non-Fiction 300 (WNF300)	0	1	11	12
Non-Fiction 400 (WNF400)	0	1	1	2
Non-Fiction 500 (WNF500)	0	0	5	5
Non-Fiction 600 (WNF600)	10	5	58	73
Non-Fiction 700 (WNF700)	1	1	9	11
Non-Fiction 800 (WNF800)	0	0	1	1
Non-Fiction 900 (WNF900)	3	1	20	24
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	2	38	42
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	8	1	51	60
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	12	12
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	1	1
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	5	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	13	14	73	100
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	1	1
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	1	0	1
TOTAL	7307	6900	4662	18869

CIRCULATION BY HOLDINGS CODE
September 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	19	0	0	19
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	25	28	12	65
Blu-Ray (BR)	99	318	183	600
Books on CD (BKCD)	27	49	97	173
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	27	35	37	99
Digital Audiobooks (DA)	19	24	17	60
DVD (DVD)	1154	1718	1057	3929
Equipment (EQP)	39	2	2	43
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	408	447	179	1034
Fiction Fantasy (FICF)	13	2	12	27
Fiction Inspirational (FICI)	112	7	112	231
Fiction Mystery (FICM)	87	13	37	137
Fiction New (FICNEW)	454	267	170	891
Fiction Science Fiction (FICSF)	2	0	3	5
Fiction Western (FICW)	0	1	5	6

Genealogy (GENE)	0	2	0	2
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	33	117	24	174
Hanging Bags (HANG)	30	95	30	155
Hotspots (WIFI)	17	87	24	128
ILL (ILL)	29	19	28	76
Internet (INTR)	500	254	119	873
Juv. Audio book (JAUDB)	19	4	9	32
Juv. Biography (JBIO)	23	4	7	34
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	44	7	7	58
Juv. Digital Device (JDDP)	24	12	27	63
Juvenile Easy (JE)	960	620	440	2020
Juv. Easy Non-Fiction (JENF)	62	**96**	70	228
Juv. Easy Reader (JER)	363	430	165	958
Juv. Easy Reader NF (JERN)	13	33	6	52
Juv. Fiction (JFIC)	660	357	429	1446
Juv. Graphic Novel (JGN)	190	181	183	554
Juv. Holiday (JHOL)	73	4	1	78
Juv. Launchpads (PTAB)	1	5	7	13
Juv. Magazine (JMAG)	35	7	28	70
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	487	284	230	1001
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	130	240	192	562
Large Print Fiction (LPF)	148	209	87	444
Large Print Inspirational (LPI)	0	0	14	14
Large Print Mystery (LPM)	0	0	6	6
Large Print New (LPN)	117	217	112	446
Large Print Nonfic (LPNF)	10	15	9	34
Large Print Western (LPW)	9	0	2	11
Magazine (MAG)	237	69	39	345
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	1	5	2	8
Non-Fiction 100 (NF100)	10	22	6	38
Non-Fiction 200 (NF200)	18	18	4	40
Non-Fiction 300 (NF300)	32	28	15	75
Non-Fiction 400 (NF400)	0	8	1	9
Non-Fiction 500 (NF500)	14	17	7	38
Non-Fiction 600 (NF600)	108	107	91	306
Non-Fiction 700 (NF700)	38	33	11	82
Non-Fiction 800 (NF800)	9	4	2	15
Non-Fiction 900 (NF900)	29	36	24	89
Non-Fiction Blu-Ray (NFBR)	2	3	0	5
Non-Fiction DVD (NFDVD)	36	49	42	127
Nonfiction (NFIC)	7	0	1	8
Nonfiction New (NFNEW)	110	106	72	288
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	1	0	1

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	9	13	0	22
Reference (REF)	25	2	33	60
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	12	1	12	25
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	31	4	7	42
SRCS (From other libraries III-SRC	0	86	0	86
SRCS (SRCSW) Wheatfield	0	5	41	46
STEAM Kits (STEAM)	7	2	1	10
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	2	5	7
YA Biography (YAB)	2	3	1	6
YA Books on CD (YABKCD)	0	0	5	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	132	60	79	271
YA Music CD (YACD)	0	0	0	0
YA Nonfiction (YANF)	2	10	3	15
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	1	0	1
				0
Free reads	253	86	85	424
Games/Puzzles	59	0	38	97
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7646	6991	4806	19443

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1603	1250	824	3677
Nonfiction	477	452	330	1259
CHILDREN'S BOOKS				
Fiction	2335	1861	1415	5611
Nonfiction	645	388	308	1341
YA BOOKS				
Fiction	165	177	103	445
Nonfiction	4	13	4	21
Preloaded Dig Dev, Child	1	5	7	13
Magazines, Adult	237	69	39	345
Magazines, Children	35	7	28	70
Sound Recordings, adult	73	110	161	344
Sound Recordings, ch	93	106	46	245
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	31	95	48	174
STEAM Kits	7	2	1	10

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1300	2101	1282	4683
Equipment	56	89	26	171
Total	7063	6725	4622	18410
A-V Circulation	1467	2317	1489	5273
A-V Circulation as % of total	20.8%	34.5%	32.2%	28.6%

CIRCULATION STATISTICS

September 2022

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	88	44	**1,603**	105	10	**1,250**	77	0	**824**	**3,677**
Nonfiction	55	2	**477**	74	1	**452**	39	7	**330**	**1,259**
CHILDREN'S BKS										
Fiction	45	5	**2,335**	85	3	**1,861**	88	1	**1,415**	**5,611**
Nonfiction	16	1	**645**	16	22	**388**	10	0	**308**	**1,341**
YA BOOKS										
Fiction	6	0	**165**	20	0	**177**	20	0	**103**	**445**
Nonfiction	0	0	**4**	1	0	**13**	0	0	**4**	**21**
Preloaded Dig Dev	1	0	**1**	3	0	**5**	0	0	**7**	**13**
Magazines,Adult	0	0	**237**	0	0	**69**	0	0	**39**	**345**
Magazines, Child	0	0	**35**	0	0	**7**	0	0	**28**	**70**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	12	0	**73**	25	0	**110**	8	0	**161**	**344**
Sound Rec/Child	0	4	**93**	1	0	**106**	1	0	**46**	**245**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**0**	0	0	**0**	**1**
SRCS	0	0	**31**	0	0	**95**	0	0	**48**	**174**
STEAM Kits	0	0	**7**	0	0	**2**	0	0	**1**	**10**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	30	3	**1,300**	52	288	**2,101**	15	0	**1,282**	**4,683**
Equipment	0	0	**56**	0	0	**89**	0	0	**26**	**171**
TOTAL	253	59	**7,063**	382	324	**6,725**	258	8	**4,622**	**18,410**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	86,864	79,501	62,333
Circulation Increase/Decrease	**10.4%**	**12.6%**	**9.2%**

MONTHLY SYSTEM STATISTICS	2021	2022	% change
Current month's Circulation	16,599	18,410	10.9%
Jan. to date circulation	142,779	157,160	10.1%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,092	25,136	17,187	17,282	15,919	15,996	**Fiction**
19,671	19,724	19,256	19,329	8,615	8,647	**Nonfiction**
						CHILDREN'S BKS
16,492	16,532	15,212	15,294	13,847	13,934	**Fiction**
9,725	9,740	6,574	6,568	6,794	6,804	**Nonfiction**
						YA BOOKS
2,539	2,545	3,451	3,471	3,510	3,530	**Fiction**
674	674	349	350	83	83	**Nonfiction**
11	12	18	21	32	32	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,817	3,829	953	978	5,035	5,043	**Sound Rec/Adult**
674	670	4,173	4,174	832	833	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	6	6	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
7,707	7,734	11,543	11,307	7,317	7,332	**VHS/DVD/Blu-ray**
118	118	142	142	58	58	**Equipment**
86,670	86,864	79,443	79,501	62,083	62,333	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

September 2022

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	238	52	200	43	256	55	694	150
LOCAL HISTORY								
In person	2	1	6	2	0	0	8	2
Letters written	9	9	5	5	0	0	14	14
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	500	21	254	11	119	5	873	36
Internet use-Wireless	1290		1260		600		3150	
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	19	3	0	0	22	3
Public FAX24	27		22		36		85	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	7	2	0	0	7	2
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	1		13		3		17	
Outreach activities	19	19	0	0	0	0	19	13
Meeting Room Use (no. of group	34	11	46	15	32	11	112	37
Study room use	37	3	37	3	26	2	100	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							3728	
IN-HOUSE USE ITEMS	282		150		76		508	
SELF-CHECKOUT USE	0		367		55		422	
INTERLIBRARY LOANS								
Requests made for:	28	7	5	1	32	8	65	16
Items rec'd for:	25	13	2	1	33	17	60	30
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	6194	10473	3867	20534
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	219	433	99	751
Number of New Patrons Added	44	33	61	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	15	90	14	84	12	72	41	246
Number attending	246		128		1057		1431	
YA Programs (14-17)	1	6	1	6	0	0	2	12
Number attending	15		6		0		21	
Adult Programs	9	54	11	66	8	48	28	168
Number attending	58		90		80		228	
Senior Citizen Programs	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Total Number of Programs	**25**	150	**26**	156	**20**	120	**71**	426
Total Persons Attending	**319**		**224**		**1137**		**1680**	
Total Attending Same Month Last Yr.	245		146		465		856	
Total Staff Hours Spent		285		242		218	745	739
Total Number of In-House Progran	**15**		**24**		**14**		**53**	
Total Attendance	**225**		**181**		**259**		**665**	
Total Number of Outreach Progran	**10**		**2**		**6**		**18**	
Total Attendance	**94**		**43**		**878**		**1015**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4765	66.9%	4252	63.2%	3351	71.8%	12368	66.8%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	99	1.4%	260	3.9%	118	2.5%	477	2.6%
Juvenile-AV	788	11.1%	570	8.5%	611	13.1%	1969	10.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	130	1.8%	163	2.4%	100	2.1%	393	2.1%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	84	1.2%	0	0.0%	7	0.2%	91	0.5%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	26	0.4%	0	0.0%	26	0.1%
School	0	0.0%	55	0.8%	0	0.0%	55	0.3%
School AV	0	0.0%	49	0.7%	0	0.0%	49	0.3%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	158	2.3%	0	0.0%	158	0.9%
Staff	934	13.1%	726	10.8%	379	8.1%	2039	11.0%
Walking books	59	0.8%	15	0.2%	2	0.0%	76	0.4%
YA 12-17	24	0.3%	93	1.4%	8	0.2%	125	3.7%
YA-AV	236	3.3%	365	5.4%	90	1.9%	691	3.7%
Total	7119		6732		4666		18517	
All items borrowed by nonresidents	214	3.0%	293	4.4%	107	2.3%	614	3.3%

R7

Salary Ordinance 2022
Updated 10/10/22

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Rose Marie Berry	Clerk	$10.22	10/3/22	14	W
Lauren Drake	Library Assistant II	$12.82	10/3/22	32	W
Emily Warren	Page	$7.25	10/4/22	10	R

We have hired Rose Marie Berry as Wheatfield Clerk replacing Cheyann Odle who no longer works for the library.

We have hired Lauren Drake as Wheatfield Library Assistant replacing Alicia Sanders who no longer works for the library.

We have hired Emily Warren as Rensselaer Page replacing Kaitlyn Lakin who was promoted to Library Assistant II.

We have examined and approved the changes to the 2022 Jasper County Public Library Salary Ordinance. Dated 10/10/22.

[illegible] L Harper
Kristi Housman
Julie Davidson

Janett Kingman

Director's Report
September 2022

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

General Business:

Budget 2023 Adoption: At the October meeting you will need to pass a resolution adopting the 2023 Budget as advertised. As a reminder here is a budget summary: Operating Fund $2,898,695; Rainy Day Fund $970,260.

DeMotte Parking Lot Project Update: Shannon and I met with our architect, Harry, Hamstra Project Manager, Curt, and John from Countryside onsite at DeMotte Library on October 3 to review progress to date. Pergolas and pavers are installed. Bridges, plants, trees, and shrubs are next. The story walk boards will be added to the posts at the end of the project so that they are not 'in the construction zone'. Autumn and Shannon have selected their first book for the story walk, Fletcher and the Falling Leaves, beautiful art and prose in appreciation of the changing seasons. I will bring a copy to show you. We are planning a dedication in the program/plaza area for November which is Picture Book Month. We will invite some children to attend, make remarks, and may even have some music. Harry will attend our October meeting to make an in-person report.

Advanced Tax Draw Resolution: In past years we have requested an Advance Tax Draw from the County Auditor when tax collection time draws near. This is to ensure we receive tax revenue at the earliest possible moment, which we prefer. Each request is valid for 30 days. We recommend that the Board pass an Advanced Tax Draw Resolution. A Board motion is required.

2023 Slate of Officers: At the November Board meeting the Nominating Committee will need to present a slate of officers for 2023. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Julie Davidson, Kevin Kaluf, and Mark Heinig, Chair. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

There are four policies for up for review in October: Computer Use Policy, Reference Policy, ADA Notice, and Video Surveillance Policy. There are no recommended revisions.

We received a confirmation email from the Indiana State Library regarding our final reports for our ARPA Grant. I wanted to share that email with you:

> *I just finished reviewing your ARPA final reports and can confirm that you've officially concluded all of ISL's required ARPA reporting. (I also shared the final narrative report with Justin Clark, as you had worked with him.) Thank you for remembering to pass along the publicity as well! I report back to IMLS on our sub-grants and I know they appreciate seeing the efforts to get the word out.*
>
> *I'm happy to see that even if your ARPA funds weren't able to cover the costs of digitizing as many reels as originally hoped, you still completed a large amount – and came out of the process with some highly specialized metadata knowledge! It will serve you well as you continue your work, I'm sure, and I appreciate your willingness to share your experience with other libraries who might be considering a similar NDNP project. I look forward to seeing the newspapers uploaded to HSC – and it sounds as if your patrons will too, based on comments left on the history page.*
>
> *Congratulations on a successful project!*
>
> *Angela Fox*
> *Public Library Services and LSTA Consultant*

35 staff participated in our second virtual Staff Development Day. Training topics included: Managing Conflict in the Library, presented by Laura Jones, Indiana State Library; Indiana 211, presented by Elizabeth McGrevy, Indiana 211, and Digital Literacy/Hands on Experiences, presented by our Systems Administrator, Sheila, and our Computer Troubleshooters. For the last segment, PrinterOn (cloud printing) and Libby (for eBook access) training were very valued by staff. We recognized special employment anniversaries which is our tradition and staff enjoyed lunch together midway through training. We invited participants to evaluate the training day and reviews have been good. Staff have suggested topics for future training which help us plan for next year. Some staff have expressed that they miss our in-person Staff Development Day and look forward to getting back to that. It takes an incredible amount of time to plan and implement these training days.

Linda P., Shannon, Autumn, and I attended the Freedom to Read Foundation presentation on September 28 in Winamac. Joyce McIntosh presented on Intellectual Freedom (one of our JCPL values named in our board-approved Mission/Role/Values Policy). She explained that public library challenges in regard to materials, programs, and displays are on the rise (377 challenges in 2019, 56 challenges in 2020 – down due to COVID, and 729 in 2021). Our patrons have a 1st amendment right to access information – freedom to read, view, listen. We are called to have a balanced collection that shares all perspectives/points of view. We agreed that the training was valuable and a refresher course for us on this very important topic. We have sound policies and procedures in place.

Jasper County Economic Development Director, Stephen Eastridge, contacted me in June regarding a Seed Library for Jasper County. He wanted to know if JCEDO could partner with us to make this happen for Jasper County. Over the summer we did our homework and investigated how other Indiana libraries have done this in their communities. We discussed our findings at our September Management Meeting and also discussed our own library programs related to gardening and plant swaps that we have already offered and community response to those programs. After investigating and discussing we remain open to the idea but recognize a need for master gardeners or other experts to be involved. We do worry about seed collection and upkeep. We feel that we can provide space in our libraries for a seed library, facilitate access to the collection, and promote the seed library, but we would need an outside group of local experts to take care of the collection – to gather seeds to start the collection and maintain the inventory. Stephen had asked how JCEDO could be a partner. We advised that if he knows a local expert who is interested/willing to create and maintain the collection, in partnership with us, that he send them our way so that we could talk things over and see what we can do in partnership.

September was Library Card Sign-Up Month. The Marketing Committee provided items for new patrons to choose; and we held a weekly prize drawing which any patron checking items out could have staff place their name in the drawing to win some marketing items. In September we issued 138 new traditional library cards. Last year we issued 90. We also issued 3300 digital access cards to schools in our service district (in August).

System Administrator News

Sheila reports, "DeMotte's Envisionware Admin Laptop hard drive died. The hard drive is under warranty and would normally be here within two days; however, there is a supply shortage and no ETA on a replacement. My work laptop is the same make/model as the one that died, so I prepared it to be DeMotte's Envisionware Admin Laptop. I had issues getting Windows Updates to run properly but was finally successful with Chris' help. I then had to re-install all Envisionware software and restore backups to the replacement laptop. My next step is to re-create the 15-20 printers on the laptop. It's a long process, unfortunately. I worked on a plan to get JCPL PCs back on 5-year replacement plan. Due to COVID, we haven't been able to replace PCs like we normally do."

Technical Services News

Becky reports, "I had a phone meeting with John Burns and Jen Watson from TLC. Linda Poortenga and Mary Molenaar also attended. TLC wanted to check in with us post-Migration to see how things went for us, and how they can improve the migration process. We told them some of the things about version 5 that we find troublesome, and things that we liked. They told us about BiblioFile, a TLC product that we can use as a MARC editor when we can't edit as we'd like to do in the 5.X product. After our phone meeting, we requested that TLC install BiblioFile on all of our cataloging computers. We have been using this in place of MARC Edit, which I found to be hard to figure out. BiblioFile is a bit more like old TLC Pink Screen cataloging. We are all trying to see how we can use it in our work flows to clean up records. There are documents and training videos on the TLC Customer site."

DeMotte Library News

Shannon reports, "Neile hosted Bingo and Trivia (80's themed this month) and both were huge hits once again. Patrons are absolutely loving these programs. Walking books continues to do well. Neile has added several new patrons from Oak Grove over the last few months. Karla is back at preschools (DeMotte United Methodist and Faith Lutheran). This month she did a pirate theme for the preschool visits since September 19 was International Talk Like a Pirate Day. She also dressed as a pirate to make the story more fun. Karla started a new book club, Quest Trekkers, for grades 2-5. Autumn's Anime Club continues to be popular with a steady 10+ teens attending. She is thinking about expanding on this program – perhaps an anime craft/movie night. Nerf Night was another massive success. Patrons signed up for different colored teams and wore that color shirt, so time wasn't wasted dividing patrons into teams as they arrived."

Rensselaer Library News

Linda reports, "JCPL was once again voted 'best place to read a book' in Jasper County. The parking lot was resealed and the lines painted. We held our first of the season Medicare 101 class in person again this year. We offered a Pour Painting class and will offer this fun class again in 2023. Many canvases have been given out for completion to celebrate our 30th birthday celebration of the Rensselaer building. We held a well-received staff development day; learning and fun were on hand for the day! Janice and Linda attended the Difference is You Conference at the Indiana State Library this year. Linda attended the Chamber of Commerce meeting, and attended ARSL conference virtually, and listened to the Indiana State Library webinar on Library Certification changes. Mel spoke to the Webmasters Counterpart group about Drupal."

Wheatfield Library News

Evie reports, "Adult programming included three sessions of GeriFit, two book discussions, Combat Coffee, a fall wreath craft, and we hosted local native Rick Sherwood, who discussed his involvement in decoding letters and revealing the identity of one of the suspects thought to be skyjacker D.B. Cooper. Morgan has been working on creating some displays about dyslexia to display in October (Dyslexia Awareness Month) and continues to learn more parts of her new position. Carolynn has been working to prepare for craft night and has been doing extra orders/processing in Linda's absence. Before she left, Linda participated in a webinar, and I was also able to view some of the ARSL trainings, a webinar on open door laws and another on updated certification standards through the Indiana State Library. In addition, I prepared everything for National Library Card Sign-Up Month and marketing items for the library's Sandhill Crane Festival booth."

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet. -Patty

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JCPL FINANCIAL STATEMENT
September 30, 2022

	Beginning 2022 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,181,439.75	$191,422.42	$1,771,669.73	$76,610.05	$1,670,942.85	$1,080,712.87
Public Library Access Card Fund	$0.00	$0.00	$65.00	$0.00	$65.00	$0.00
Gift Fund	$24,901.20	$1,584.17	$12,242.57	$655.62	$14,968.72	$27,627.35
DeMotte	$8,960.54	$523.99	$3,775.81	$221.97	$3,805.77	$8,990.50
Rensselaer	$13,449.69	$595.57	$5,561.36	$103.65	$7,097.20	$14,985.53
Wheatfield	$2,490.97	$464.61	$2,905.40	$330.00	$4,065.75	$3,651.32
Library Improvement Reserve Fund	$232,465.52	$0.00	$0.00	$19.12	$173.92	$232,639.44
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,270,969.90	$93,332.80	$265,096.22	$3,132.74	$11,663.99	$2,017,537.67
Includes Investments of: $1,810,361.57						
Broadband Connectivity Grant Fund	$0.00	$1,807.50	$14,290.85	$0.00	$18,656.33	$4,365.48
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$50.94	$0.00	$27.32	$10.50	$154.03	$177.65
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$24,339.64	$13,975.91	$24,339.64	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,699.12	$77,955.54	$8,699.12	$77,955.54	$0.00
FICA Tax Collected	$0.00	$8,276.03	$74,682.28	$8,276.03	$74,682.28	$0.00
State Tax Collected	$0.00	$3,732.29	$33,914.82	$3,732.29	$33,914.82	$0.00
County Tax Collected	$0.00	$2,882.27	$25,842.91	$2,882.27	$25,842.91	$0.00
INPRS	$0.00	$3,033.07	$27,670.14	$3,033.07	$27,670.14	$0.00
Deferred Comp Plan	$0.00	$1,840.00	$22,010.00	$1,840.00	$22,010.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,607.59	$32,095.31	$3,607.52	$32,095.16	($0.15)
Life Insurance	$0.00	$337.60	$3,078.56	$338.58	$3,079.62	$1.06
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,713,240.21	$320,554.86	$2,384,980.89	$126,812.82	$2,038,214.95	$3,366,474.27

F2

Bank Balances

Jasper County Public Library

Report as of: **9/30/22**

	Bank	
1	Alliance Bank	$1,555,842.70
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,810,361.57
	Total all banks =	**$3,366,474.27**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$166.95	Jan-22
								$202.07	Feb-22
								$395.05	Mar-22
								$522.90	Apr-22
								$894.42	May-22
								$1,373.52	Jun-22
								$2,137.52	Jul-22
								$2,728.48	Aug-22
								$3,111.11	Sep-22

CLOSED INVESTMENTS:

	IN-02-0225-0001	TrustINdiana	N/A	$310,000.00	Rainy Day

(7/29/22 transferred to Alliance Bank for DeMotte Parking Lot Project)

TOTAL INTEREST EARNED: **$11,532.02**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 9/1/22 *To* 9/30/22

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$83,595.00	$0.00	$83,595.00	$6,966.26	$62,594.94	$21,000.06	25.1
1.12 SALARY OF ASSISTANTS	$1,227,154.00	$0.00	$1,227,154.00	$96,566.90	$876,144.27	$351,009.73	28.6
1.13 WAGES OF JANITORS	$100,212.00	$0.00	$100,212.00	$7,508.22	$62,853.66	$37,358.34	37.3
1.21 EMPLOYER'S SHARE-FICA	$107,939.00	$0.00	$107,939.00	$8,276.03	$74,682.28	$33,256.72	30.8
1.22 UNEMPLOYMENT COMPENSATION	$2,462.00	$0.00	$2,462.00	$0.00	$2,187.59	$274.41	11.1
1.23 EMPLOYER'S CONTRIB.- PERF	$126,700.00	$0.00	$126,700.00	$9,951.45	$90,660.33	$36,039.67	28.4
1.24 EMPLOYER'S CONTRIB.- INS.	$173,581.00	$0.00	$173,581.00	$11,788.79	$104,617.08	$68,963.92	39.7
Subtotal	*$1,821,643.00*		$1,821,643.00	$141,057.65	$1,273,740.15	$547,902.85	30.1
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$411.87	$88.13	17.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$995.02	$3,295.01	$3,704.99	52.9
2.21 CLEANING & SANITATION SUPPLIES	$8,000.00	$0.00	$8,000.00	$541.20	$3,287.84	$4,712.16	58.9
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$479.95	$2,767.51	$2,732.49	49.7
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$940.00	$972.98	$527.02	35.1
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$87.33	$166.63	$233.37	58.3
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$104.95	$645.05	86.0
2.41 LIBRARY SUPPLIES	$15,500.00	$0.00	$15,500.00	$107.33	$8,576.35	$6,923.65	44.7
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$3,150.83	$19,583.14	$20,166.86	50.7

3. Other Services and Charge

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Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3.13 LEGAL SERVICES	$6,000.00	$0.00	$6,000.00	$905.50	$4,502.50	$1,497.50	25.0
3.14 OTHER PROFESSIONAL SERVICES	$5,400.00	$0.00	$5,400.00	$16.32	$3,001.86	$2,398.14	44.4
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$2,091.00	$15,179.31	$14,920.69	49.6
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$25,375.00	$6,125.00	19.4
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,085.86	$9,717.09	$4,282.91	30.6
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$8.95	$406.60	$1,593.40	79.7
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$1,235.34	$8,240.76	$11,759.24	58.8
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$50.00	$761.38	$8,238.62	91.5
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$124.59	$850.33	$949.67	52.8
3.26 NETWORKING	$84,956.00	$0.00	$84,956.00	$972.88	$9,441.06	$75,514.94	88.9
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$45.00	$448.60	$351.40	43.9
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$3,486.64	$13.36	0.4
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$14,388.50	$14,611.50	50.4
3.51 GAS	$25,000.00	$0.00	$25,000.00	$652.78	$13,630.72	$11,369.28	45.5
3.52 ELECTRICITY	$130,000.00	$0.00	$130,000.00	$10,965.89	$77,302.35	$52,697.65	40.5
3.53 WATER	$3,500.00	$0.00	$3,500.00	$280.26	$2,416.59	$1,083.41	31.0
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$623.31	$5,541.90	$2,458.10	30.7
3.61 BUILDING & STRUCTURES	$120,000.00	$0.00	$120,000.00	$2,979.94	$45,550.60	$74,449.40	62.0
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$1,029.10	($529.10)	-105.8
3.72 EQUIPMENT RENTALS	$350.00	$0.00	$350.00	$13.80	$280.43	$69.57	19.9
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,902.54	$697.46	26.8
3.93 TAXES & ASSESSMENTS	$1,200.00	$0.00	$1,200.00	$0.00	$418.00	$782.00	65.2
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$10.00	$190.00	95.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$110,044.00	$0.00	$110,044.00	$4,295.38	$94,678.08	$15,365.92	14.0
Subtotal	*$690,170.00*		$690,170.00	$26,346.80	$338,859.94	$351,310.06	50.9
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$40,000.00	$0.00	$40,000.00	$2,584.84	$8,755.80	$31,244.20	78.1
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$11,805.19	$80,636.85	$69,363.15	46.2
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$865.83	$9,843.40	$6,656.60	40.3
4.53 NONPRINTED MATERIALS	$66,000.00	$0.00	$66,000.00	$5,611.28	$40,250.45	$25,749.55	39.0
Subtotal	*$272,500.00*		$272,500.00	$20,867.14	$139,486.50	$133,013.50	48.8
Grand Total	$2,824,063.00	$0.00	$2,824,063.00	$191,422.42	$1,771,669.73	$1,052,393.27	37.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **9/1/22** *To* **9/30/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
2. Supplies							
2.23 OTHER OPERATING SUPPLIES	$0.00	$0.00	$0.00	$0.00	$54.87	($54.87)	#Div/0!
Subtotal	*$0.00*		$0.00	$0.00	$54.87	($54.87)	#Div/0!
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$350.00	$9,650.00	96.5
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$780.00	$4,095.00	$25,905.00	86.4
3.61 BUILDING & STRUCTURES	$720,657.00	$0.00	$720,657.00	$92,552.80	$259,646.40	$461,010.60	64.0
Subtotal	*$760,657.00*		$760,657.00	$93,332.80	$264,091.40	$496,565.60	65.3
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$100,000.00	$0.00	$100,000.00	$0.00	$949.95	$99,050.05	99.1
Subtotal	*$100,000.00*		$100,000.00	$0.00	$949.95	$99,050.05	99.1
Grand Total	$860,657.00	$0.00	$860,657.00	$93,332.80	$265,096.22	$595,560.78	69.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **9/1/22** *To* **9/30/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,807.50	$14,290.85	($14,290.85)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,807.50	$14,290.85	($14,290.85)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,807.50	$14,290.85	($14,290.85)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List

Jasper County Public Library

Report Date: From 9/1/22 To 9/30/22

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	559	PAYROLL	9/9/22	PAYROLL	$57,276.79
0	560	CHRISTINA SANDERS	9/9/22	Courier Mileage: 8/16 - 8/31/2022 (Conf #1159)	$465.00
0	561	INPRS fbo PERF	9/9/22	INPRS Contributions 9/9/22 Payroll	$6,653.15
0	562	IRS USA TAXPAYMENT	9/9/22	Federal Withholding, Medicare & FICA withheld 9/9/22 Payroll (Acknowledgement #73465642)	$13,098.26
0	563	NATIONWIDE	9/9/22	Annuity withheld 9/9/22 payroll	$920.00
0	564	TOWN OF DEMOTTE	9/9/22	Dem: Sewer & Water : August 2022 (Conf #1160)	$152.91
0	565	TOWN OF WHEATFIELD	9/9/22	Wh: Sewer Service September 2022 (Conf #1161)	$77.35
38893	566	AARON'S LAWN CARE	9/12/22	Mowing & edging	$1,084.00
38894	567	ACE HARDWARE	9/12/22	Maintenance & painting supplies	$93.91
38895	568	AFLAC	9/12/22	Supplemental Insurance September 2022	$655.17
38896	569	AMAZON CAPITAL SERVICES	9/12/22	Books, water softener oxidizer, disinfectant spray, bar keepers friends cleaner, webcams, plunger	$1,237.35
38897	570	ANTHEM BLUE CROSS BLUE	9/12/22	Health insurance premiums- September 2022	$14,262.08
38898	571	ANTHEM LIFE	9/12/22	Life insurance premiums- September 2022	$105.21
38899	572	APPLIED INNOVATION	9/12/22	Quarterly maintenance agreement on patron copiers	$977.92
38900	573	BAKER & TAYLOR	9/12/22	Books, Continuations, AV, Auto. Yours	$11,321.79
38901	574	BAKER & TAYLOR ENTERTAIN	9/12/22	AV	$1,939.91
38902	575	BUSINESS CARD	9/12/22	Stand-up desk, domain renewals, postage, Geri-Fit 3-volume set, lightbulbs, trivia program prize, background check	$1,036.94
38903	576	CAPITAL ONE	9/12/22	Walmart: Books, library & maintenance supplies	$339.00
38904	577	CARRIAGE PAPER PRODUCT	9/12/22	Receipt paper rolls	$166.70
38905	578	CENTURYLINK	9/12/22	Rens: Fax line- September 2022	$64.27
38906	579	CHICAGO DISTRIBUTION CEN	9/12/22	I Read Banned Books stickers	$15.19
38907	580	CULLIGAN WATER CONDITIO	9/12/22	Wh: Water Cooler Rental- September 2022; 5-gallon drinking water- 5	$63.55
38908	581	DANIEL VAN BLAIRCOM	9/12/22	Mileage 1/8-6/18/22	$22.58
38909	582	DELTA DENTAL	9/12/22	Dental insurance premiums- September 2022	$520.64
38910	583	DEMOTTE DECORATIVE STON	9/12/22	Wh: River rock	$940.00
38911	584	EBSCO INFORMATION SERVI	9/12/22	Consumer Reports database subscription 10/1/22-9/30/23	$2,091.00
38912	585	EDWARD P. DUMAS	9/12/22	Legal Assistance	$400.00
38913	586	ENA SERVICES LLC	9/12/22	Internet Service- July 2022	$1,807.50
38914	587	FINDAWAY WORLD, LLC	9/12/22	Playaways, Wonderbook	$1,080.08
38915	588	GRAINGER	9/12/22	Multi-purpose cleaner	$54.87
38916	589	GREY HOUSE PUBLISHING	9/12/22	Continuations	$862.10
38917	590	HAMSTRA BUILDERS, INC.	9/12/22	DeM: Parking Lot Project progress	$92,552.80
38918	591	ICC BUSINESS PRODUCTS	9/12/22	Chairmat, disinfectant spray	$104.01
38919	592	INDIANA GROCERY GROUP, L	9/12/22	Management Meeting refreshments, trivia program prizes, SDD positivity appreciation treats, Escape room program snacks	$326.89
38920	593	INDIANA STATE LIBRARY	9/12/22	Difference is You conference registration- L. Poortenga, J. Wilma	$50.00
38921	594	JOHNSON CONTROLS FIRE P	9/12/22	Annual Fire Alarm Test & Inspections	$2,912.00
38922	595	KANKAKEE VALLEY PUBLISHI	9/12/22	Readers Choice Thank You ad	$45.00
38923	596	KAPCO	9/12/22	Polyester corners, polyester repair tape	$69.19
38924	597	KROGER GARDIS & REGAS, L	9/12/22	Legal Assistance: Personnel Matters	$505.50
38925	598	LINDA POORTENGA	9/12/22	Mileage 7/29-8/11/22	$67.38
38926	599	THE LOCK DOCTOR	9/12/22	DeM: Lock repair	$265.00
38927	600	MIDWEST TAPE LLC	9/12/22	AV	$1,689.58

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
38928	601	MOHLER ARCHITECTS, P.C.	9/12/22	DeM: Parking lot project	$780.00
38929	602	NIMBO IP LLC	9/12/22	Monthly Managed Service- August 2022	$815.00
38930	603	NIPSCO	9/12/22	DeM & Wh: Gas & electric service 7/29-8/30/22	$7,403.12
38931	604	NITCO	9/12/22	DeM: Local phone service- September 2022	$139.77
38932	605	ODP BUSINESS SOLUTIONS, L	9/12/22	Janitorial & office supplies	$397.23
38933	606	PATTY STRINGFELLOW	9/12/22	Mileage 7/13-9/1/22	$214.38
38934	607	PRECISION CONTROL SYSTE	9/12/22	Rens: HVAC repairs	$1,481.00
38935	608	QUILL LLC	9/12/22	Janitorial, office, & library supplies	$790.82
38936	609	RAINBOW BOOK COMPANY	9/12/22	Books	$606.63
38937	610	RAINBOW PRINTING	9/12/22	Digital Access Cards	$871.50
38938	611	RAYANN GILMORE	9/12/22	Mileage 6/24-8/15/22	$26.62
38939	612	ROEING CORPORATION	9/12/22	APC by Schneider Electric Smart UPS	$946.00
38940	613	SHANNON HELDAK	9/12/22	Mileage 7/13-8/15/22	$51.88
38941	614	SMITH FARM STORE	9/12/22	Weed killer	$59.99
38942	615	TEAM SOFTWARE SOLUTION	9/12/22	Public Web Browser Annual Renewal	$125.00
38943	616	TRUGREEN PROCESSING CE	9/12/22	Lawn fertilization	$149.94
38944	617	UNIQUE	9/12/22	Collections: Initial/Secondary Placements- August 2022	$142.35
38945	618	USA TODAY #8872	9/12/22	Wh: Newspaper subscription Acct# UT4209466	$398.49
38946	619	VSP INSURANCE CO. (CT)	9/12/22	Vision insurance premiums- September 2022	$190.88
0	620	PAYROLL	9/23/22	PAYROLL	$53,764.59
0	621	ALLIANCE BANK	9/23/22	Direct Deposit Fees - August 2022	$38.50
0	622	CENTURYLINK	9/23/22	Wh: Fax line September 2022 (conf# 1164)	$66.82
0	623	CHICAGO TRIBUNE	9/23/22	DeM & Rens: Newspaper subscriptions Acct# 20468938 (conf# 1166)	$467.34
0	624	CHRISTINA SANDERS	9/23/22	Courier Mileage: 9/1-9/15/2022 (Conf #1165)	$387.50
0	625	CITY OF RENSSELAER	9/23/22	Rens: Utilities: 8/5 - 9/6/22 (Conf #151932228)	$4,664.61
0	626	INDIANA DEPARTMENT OF RE	9/23/22	State & County Taxes withheld September 2022 Payrolls (Conf #0-009-655-221)	$6,614.56
0	627	INDIANA WASTE SERVICE	9/23/22	DeM & Wh: Trash pick-up September 2022 (conf# 1162)	$174.50
0	628	INPRS fbo PERF	9/23/22	INPRS Contributions 9/23/22 Payroll	$6,331.37
0	629	IRS USA TAXPAYMENT	9/23/22	Federal Withholding, Medicare & FICA withheld 9/23/22 Payroll (Acknowledgement #70584636)	$12,152.92
0	630	NATIONWIDE	9/23/22	Annuity withheld 9/23/22 payroll	$920.00
0	631	T-MOBILE	9/23/22	Hotspot Data Service 8/2 - 9/1/22 (Conf #1163)	$972.88
0	632	ALLIANCE BANK	9/30/22	Positive Pay Fee- September 2022	$15.00
0	633	SQUARE, INC	9/30/22	Merchant Processing Fees- September 2022	$21.10

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$320,554.86**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, October 4, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $320,554.86

Date this 10th **day of** October **,20**22.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
September 30, 2022

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$592.10	$5,885.28
DeMotte	$95.95	$1,221.65		
Rensselaer	$348.08	$3,514.20		
Wheatfield	$148.07	$1,149.43		
PHOTOCOPIES:			$790.60	$7,182.51
DeMotte	$206.45	$2,082.20		
Rensselaer	$312.50	$3,626.21		
Wheatfield	$271.65	$1,474.10		
INTEREST (Checking, Repurchase, CDs):			$95.19	$808.44
TAXES:			$74,982.16	$1,654,633.82
Property Tax	$0.00	$833,997.25		
LOIT	$17,903.58	$161,132.22		
License Excise Tax	$0.00	$69,460.00		
Financial Institution Tax	$0.00	$3,419.13		
CVET(Commercial Vehicle Excise)	$0.00	$8,738.00		
LIT Certified Shares	$57,078.58	$577,887.22		
TAXABLE SALES:-			$0.00	$11.81
REFUNDS:			$150.00	$2,420.99
Rebates/Refund	$0.00	$312.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$150.00	$2,100.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$8.99		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$76,610.05**	**$1,670,942.85**
PLAC FUND:			$0.00	$65.00
GIFT FUNDS:			$655.62	$14,968.72
DeMotte	$221.97	$3,805.77		
Rensselaer	$103.65	$7,097.20		
Wheatfield	$330.00	$4,065.75		
LIB. IMPROV. RESERVE FUND:			$19.12	$173.92
Interest Earned	$19.12	$173.92		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$3,132.74	$321,663.99
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$3,132.74	$11,663.99		
Interfund Transfer	$0.00	$310,000.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,656.33
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$10.50	$154.03
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$13,975.91	$24,339.64
SUB-TOTAL (page 1)			**$94,403.94**	**$2,050,964.48**

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WITHHOLDING ACCOUNT FUNDS:			$32,408.88	$297,250.47
FIT Tax Collected	$8,699.12	$77,955.54		
FICA Collected	$8,276.03	$74,682.28		
State Tax Collected	$3,732.29	$33,914.82		
County Tax Collected	$2,882.27	$25,842.91		
INPRS	$3,033.07	$27,670.14		
Deferred Comp Plan	$1,840.00	$22,010.00		
Pre-tax Insurance Plan	$3,607.52	$32,095.16		
Life Insurance	$338.58	$3,079.62		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$126,812.82**	**$2,348,214.95**

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Voucher List

Jasper County Public Library

Report Date: From **10/1/22** **To** **10/10/22**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	634	PAYROLL	10/7/22	PAYROLL	$54,071.55
0	635	CHRISTINA SANDERS	10/7/22	Courier Mileage: 9/16-9/30/2022 (Conf #1170)	$436.25
0	636	INPRS fbo PERF	10/7/22	INPRS Contributions 10/7/22 Payroll	$6,360.95
0	637	IRS USA TAXPAYMENT	10/7/22	Federal Withholding, Medicare & FICA withheld 10/7/22 Payroll (Acknowledgement #82414910)	$12,236.36
0	638	NATIONWIDE	10/7/22	Annuity withheld 10/7/22 payroll	$920.00
0	639	TOWN OF DEMOTTE	10/7/22	Hydrant charge (conf# 1168)	$60.00
0	640	TOWN OF DEMOTTE	10/7/22	Dem: Sewer & Water : September 2022 (Conf #1167)	$141.61
0	641	TOWN OF WHEATFIELD	10/7/22	Wh: Sewer Service October 2022 (Conf #1169)	$77.35
38947	642	AARON'S LAWN CARE	10/10/22	DeM, Rens, & Wh: Mowing & edging	$900.00
38948	643	ACE HARDWARE	10/10/22	Maintenance supplies	$48.43
38949	644	AMAZON CAPITAL SERVICES	10/10/22	Books	$668.13
38950	645	ANTHEM BLUE CROSS BLUE	10/10/22	Health insurance premiums- October 2022	$14,262.08
38951	646	ANTHEM LIFE	10/10/22	Life insurance premiums- October 2022	$105.21
38952	647	BAKER & TAYLOR	10/10/22	Books, Continuations, AV, Auto. Yours	$9,267.00
38953	648	BAKER & TAYLOR ENTERTAIN	10/10/22	AV	$2,471.44
38954	649	BOOKPAGE	10/10/22	BookPage subscription- 12 monthly issues, November 2022 - October 2023, 100 copies	$648.00
38955	650	BUSINESS CARD	10/10/22	Kahoot subscription, background checks, books, library supplies, postage, Freedom to Read workshop expenses	$689.03
38956	651	BUSINESS MANAGEMENT DAI	10/10/22	Payroll Legal Alert subscription	$179.00
38957	652	CAPITAL ONE	10/10/22	Walmart: Library supplies	$40.84
38958	653	CAPITAL ONE TRADE CREDIT	10/10/22	Plug end for electrical cord on vacuum	$4.49
38959	654	CENTER POINT LARGE PRINT	10/10/22	Books	$294.35
38960	655	CI INSURANCE	10/10/22	Semi-annual premium for building insurance	$10,513.50
38961	656	CULLIGAN WATER CONDITIO	10/10/22	Wh: Water Cooler Rental- October 2022; 5-gallon drinking water- 6	$72.50
38962	657	DELL MARKETING L.P.	10/10/22	Toner	$262.24
38963	658	DELTA DENTAL	10/10/22	Dental insurance premiums- October 2022	$520.64
38964	659	DIGITAL DIVIDE DATA VENTU	10/10/22	Digitization of newspaper microfilm	$2,986.20
38965	660	ENA SERVICES LLC	10/10/22	Internet Service- August 2022	$1,807.50
38966	661	FINDAWAY WORLD, LLC	10/10/22	Wonderbooks, Playaways	$1,451.68
38967	662	HAMSTRA BUILDERS, INC.	10/10/22	DeM: Parking Lot Project progress	$43,963.15
38968	663	INDIANA GROCERY GROUP, L	10/10/22	Staff Development Day food, Nerf Fortnite program snacks, Bingo & trivia program prizes	$204.30
38969	664	INDIANA WILD	10/10/22	Program presenter	$805.50
38970	665	JEFFERSONVILLE LIBRARY	10/10/22	Lost ILL/SRCS item	$29.99
38971	666	JUDI'S BLOOMERS	10/10/22	Program presenter	$240.00
38972	667	KAUFMAN SEAL COATING LLC	10/10/22	Rens: Seal coat & stripe parking lot	$3,500.00
38973	668	KIRBY RISK CORPORATION	10/10/22	Light bulbs	$754.84
38974	669	KONE	10/10/22	DeM: Elevator maintenance agreement 10/1-12/31/22	$498.33
38975	670	LINDA POORTENGA	10/10/22	Mileage 9/28/22	$23.75
38976	671	MIDWEST TAPE LLC	10/10/22	Hoopla: advance digital payment; AV	$5,368.09
38977	672	MOHLER ARCHITECTS, P.C.	10/10/22	DeM: Parking lot project	$1,040.00
38978	673	NEILE TRAINOR	10/10/22	Mileage 7/6-9/28/22	$70.00
38979	674	NIMBO IP LLC	10/10/22	Monthly Managed Service- September 2022	$815.00
38980	675	NIPSCO	10/10/22	DeM & Wh: Gas & electric service 8/30-9/29/22	$6,684.33
38981	676	NITCO	10/10/22	DeM: Local phone service- October 2022	$138.27
38982	677	ODP BUSINESS SOLUTIONS, L	10/10/22	Janitorial, office, & library supplies	$335.11
38983	678	PATTY STRINGFELLOW	10/10/22	Mileage 9/28-10/3/22	$75.00

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
38984	679	POSTMASTER	10/10/22	Pre-stamped post cards, stamps	$248.00
38985	680	POST-TRIBUNE	10/10/22	DeM & Rens: Newspaper subscriptions Acct# 44365252	$211.50
38986	681	QUILL LLC	10/10/22	Office & janitorial supplies	$809.11
38987	682	RAINBOW BOOK COMPANY	10/10/22	Books	$608.43
38988	683	RELIABLE EXTERMINATORS, I	10/10/22	Rens: Exterior Treatment	$152.00
38989	684	ROEING CORPORATION	10/10/22	Tech Maintenance Support - 4th Installment 2022	$6,250.00
38990	685	STEVE'S SPECIALIZED SERVI	10/10/22	Laundry	$100.00
38991	686	SUNRISE PACKAGING	10/10/22	Audiobook cases, TV series cases	$2,305.90
38992	687	TRUGREEN PROCESSING CE	10/10/22	Rens: Lawn fertilization	$126.79
38993	688	ULINE	10/10/22	Filament tape, pine-sol cleaner, DVD cases	$556.50
38994	689	UNIQUE	10/10/22	Collections: Initial/Secondary Placements- September 2022	$87.60
38995	690	VSP INSURANCE CO. (CT)	10/10/22	Vision insurance premiums- October 2022	$190.88
				Total Amount of Claims	**$197,688.70**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 10, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$197,688.70**

Date this 10th **day of** October **,20** 22 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

NOV.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 14, 2022, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of October Board Meeting	
Bills/Financial Reports	
Policy Review (R 10, R 14, R 18)	
General Business	
Technical Services Librarian & Systems Administrator Annual Reports (R 18)	Information
DeMotte Parking Lot Project Final Report (R 18)	Information
Rensselaer Library Chiller (R 19)	Information
2023 Slate of Officers (R 19)	Information
Year-End Board Meeting (R 19)	Information
Director's Report (R 18- R 21)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

October 10, 2022
Rensselaer Library

Present: Julie Davidson, Janelle Harper, Kristie Housman, Janett Kingman, Patricia Stringfellow, Rayann Gilmore
Absent: Janet Umlauf, Mark Heinig, Kevin Kaluf

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the September Board Meeting Minutes, bills/financial reports, and Salary Ordinance Update were approved as presented on a motion by K. Housman, seconded by J. Harper. Motion passed.

Budget 2023 Adoption: The 2023 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund $2,898,695; Rainy Day Fund $970,260. The 2023 budget was adopted as advertised with a motion by J. Kingman, seconded by K. Housman. Motion was unanimously passed.

DeMotte Parking Lot Project Update: P. Stringfellow and Shannon Heldak, DeMotte Branch Manager, met with our architect, Harry, Hamstra Project Manager, Curt, and John from Countryside at DeMotte Library on October 3 to review progress to date. Pergolas, pavers, and bridges are installed. Trees, shrubs, and plants are in the process of going in. The story walk boards will be added to the posts at the end of the project, so they are not 'in the construction zone.' The 4th change order has been signed to add the boulders, cross walk paint, and some additional curb cuts for the story walk. A 5th change order is anticipated to add two story walk boards and handicap parking signs. We are planning a dedication in the program/plaza area for November 2 at 4:30pm. November is Picture Book Month.

Advanced Tax Draw Resolution: To receive tax revenue as early as possible an Advanced Tax Draw request must be made to the County Auditor. The request is valid for 30 days. J. Harper made a motion to request an advanced draw, seconded by J. Kingman. Motion passed.

2023 Slate of Officers: The nominating committee, M. Heinig (chairperson), K. Kaluf, and J. Davidson, will present a slate of officers for 2023 at the November Board Meeting. Board members can only serve two consecutive years in the same office. Election of officers will be at the December Board Meeting.

Director's Report: Concrete repairs are coming to the Rensselaer Library. There are several areas of the sidewalk and curbs that need repair. There are four policies up for review in October: Computer Use Policy, Reference Policy, ADA Notice, and Video Surveillance Policy. There are no recommended revisions. We received a confirmation email from the Indiana State Library regarding our final reports for our ARPA Grant. We have concluded all the Indiana State Library's required ARPA reporting and the State Library congratulated us on a successful project. Several staff members attended the Freedom to Read Foundation presentation on September 28 in Winamac. Joyce McIntosh presented on Intellectual Freedom. The training was valuable and a refresher course for us on this very important topic. We have sound policies and procedures in place.

Adjournment: With no further matters for discussion K. Housman moved to adjourn the meeting at 6:29 PM, seconded by J. Kingman.

Janelle Harper
Janelle Harper, Secretary Pro-Tem

Julie Davidson
Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
October 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	29	0	0	29
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	35	2	2	39
Blu-Ray (DBR)	125	0	5	130
Books on CD (DBKCD)	23	4	2	29
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	13	0	0	13
Digital Audiobooks (DDA)	6	0	0	6
DVD (DDVD)	1259	29	19	1307
Equipment (DEQP)	49	0	0	49
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	386	19	14	419
Fiction Fantasy (DFICF)	6	0	0	6
Fiction Inspirational (DFICI)	93	3	0	96
Fiction Mystery (DFICM)	107	10	1	118
Fiction New (DFICNEW)	330	9	25	364
Fiction Science Fiction (DFICSF)	4	1	1	6
Fiction Western (DFICW)	1	0	0	1
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	46	2	3	51
Hanging Bags (DHANG)	52	1	0	53
Hotspots (DWIFI)	3	28	12	43
ILL (DILL)	25	0	0	25
Internet (DINTER)	515	0	0	515
Juv. Audio book (DJAUDB)	30	0	3	33
Juv. Biography (DJBIO)	31	0	4	35
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	60	0	0	60
Juv. Digital Device (DJDDP)	13	0	1	14
Juvenile Easy (DJE)	1210	22	33	1265
Juv. Easy Non-fiction (DJENF)	44	3	5	52
Juv. Easy Reader (DJER)	477	5	9	491
Juv. Easy Reader NF (DJERN)	19	0	0	19
Juv. Fiction (DJFIC)	664	18	8	690
Juv. Graphic Novel (DJGN)	199	1	7	207
Juv. Holiday books (DJHOL)	224	3	14	241
Juv. Launchpads (DPTAB)	8			8
Juv. Magazine (DJMAG)	15	0	0	15
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	380	11	15	406
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	175	3	2	180
Large Print Fiction (DLPF)	86	1	4	91
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	120	6	5	131
Large Print Nonfic (DLPNF)	10	3	0	13
Large Print Western (DLPW)	2	0	0	2
Magazine (DMAG)	281	0	2	283
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	0	0	4
Nonfiction 100 (DNF100)	9	0	2	11
Nonfiction 200 (DNF200)	23	2	1	26
Nonfiction 300 (DNF300)	40	2	5	47
Nonfiction 400 (DNF400)	0	0	0	0
Nonfiction 500 (DNF500)	6	1	1	8
Nonfiction 600 (DNF600)	103	4	4	111
Nonfiction 700 (DNF700)	28	1	5	34
Nonfiction 800 (DNF800)	14	3	4	21
Nonfiction 900 (DNF900)	37	1	2	40
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	22	2	0	24
Nonfiction (DNFIC)	4	0	1	5
Nonfiction New (DNFNEW)	83	4	9	96
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	15	0	0	15
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	82	0	82
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	6	0	0	6
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	75	6	7	88
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	6	1	1	8
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	18	0	22
Blu-Ray (RBR)	4	220	4	228
Books on CD (RBKCD)	1	31	0	32
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	1	54	0	55
Digital Audiobooks (RDA)	1	13	0	14
DVD (RDVD)	30	1708	26	1764
Equipment (REQP)	0	7	0	7
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	22	457	12	491
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	24	341	17	382
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	93	0	94
Hanging Bag (RHANG)	0	80	3	83
Hotspots (RWIFI)	3	46	3	52
ILL (RILL)	0	15	0	15
Internet (RINTER)	0	194	0	194
Juv. Audio book (RJAUDB)	0	12	1	13
Juv. Biography (RJBIO)	3	3	0	6
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	27	0	28
Juv. Digital Device (RJDDP)	0	27	0	27
Juvenile Easy (RJE)	19	769	64	852
Juv. Easy Non-fiction (RJENF)	1	82	8	91
Juv. Easy Reader (RJER)	2	423	5	430
Juv. Easy Reader NF (RJERN)	3	39	0	42
Juv. Fiction (RJFIC)	15	301	6	322
Juv. Graphic Novel (RJGN)	3	185	14	202
Juv. Launchpads (RPTAB)		9		9
Juv. Magazine (RJMAG)	0	5	0	5
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	199	12	220
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	233	5	240
Large Print Fiction (RLPF)	2	155	1	158
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	1	166	8	175
Large Print Nonfic (RLPNF)	0	11	0	11
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	106	0	106
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	4	1	6
Non-Fiction 100 (RNF100)	1	24	1	26

Non-Fiction 200 (RNF200)	4	25	0	29
Non-Fiction 300 (RNF300)	2	25	4	31
Non-Fiction 400 (RNF400)	0	10	0	10
Non-Fiction 500 (RNF500)	1	19	1	21
Non-Fiction 600 (RNF600)	8	164	20	192
Non-Fiction 700 (RNF700)	11	31	6	48
Non-Fiction 800 (RNF800)	1	12	2	15
Non-Fiction 900 (RNF900)	4	34	0	38
Nonfiction Blu-Ray (RNFBR)	1	1	0	2
Nonfiction DVD (RNFDVD)	5	29	1	35
Nonfiction (RNFIC)	0	1	0	1
Nonfiction New (RNFNEW)	15	130	16	161
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	16	0	16
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	4	0	4
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	38	4	2	44
SRCS (From other libraries ILL-SR	0	0	44	44
SRCS (SRCSW) Wheatfield	1	0	0	1
STEAM Kits (RSTEAM)	0	8	0	8
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	0	0	0
YA Biography (RYAB)	0	3	0	3
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	58	1	62
YA Music CD (RYACD)	0	14	0	14
YA Nonfiction (RYANF)	0	10	1	11
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	3	0	3
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	1	8	11
Blu-Ray (WBR)	7	3	200	210
Books on CD (WBKCD)	5	15	70	90
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	4	1	35	40
Digital Audiobooks (WDA)	0	1	15	16
DVD (WDVD)	23	30	1052	1105
Equipment (WEQP)	0	0	6	6
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	20	10	182	212
Fiction Fantasy (WFICF)	0	0	19	19
Fiction Inspirational (WFICI)	7	4	110	121
Fiction Mystery (WFICM)	5	3	18	26

Fiction New (WFICNEW)	14	10	182	206
Fiction Science Fiction (WFICSF)	0	0	9	9
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	23	24
Hanging Bags (WHANG)	0	0	36	36
Hotspots (WWIFI)	5	25	10	40
ILL (WILL)	0	0	15	15
Internet (WINTER)	0	0	123	123
Juv. Audio book (WJAUDB)	0	0	14	14
Juv. Biography (WJBIO)	6	0	5	11
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	2	0	4	6
Juv. Digital Device (WJDDP)	2	1	13	16
Juvenile Easy (WJE)	17	8	518	543
Juv. Easy Non-fiction (WJENF)	0	0	67	67
Juv. Easy Reader (WJER)	7	2	189	198
Juv. Easy Reader NF (WJERN)	0	0	8	8
Juv. Fiction (WJFIC)	36	13	342	391
Juv. Graphic Novel (WJGN)	14	4	151	169
Juv. Launchpads (WPTAB)	1		14	15
Juv. Magazine (WJMAG)	0	0	18	18
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	6	162	174
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	4	385	391
Large Print Fiction (WLPF)	6	11	62	79
Large Print Inspirational (WLPI)	0	0	7	7
Large Print Mystery (WLPM)	0	1	4	5
Large Print New (WLPN)	4	7	82	93
Large Print Nonfic (WLPNF)	1	0	11	12
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	1	0	97	98
Non-Fiction 000 (WNF000)	0	1	2	3
Non-Fiction 100 (WNF100)	0	0	10	10
Non-Fiction 200 (WNF200)	1	1	7	9
Non-Fiction 300 (WNF300)	3	0	12	15
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	0	0	2	2
Non-Fiction 600 (WNF600)	8	3	61	72
Non-Fiction 700 (WNF700)	4	0	14	18
Non-Fiction 800 (WNF800)	0	1	8	9
Non-Fiction 900 (WNF900)	2	1	21	24
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	0	1	55	56
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	5	5	74	84
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	5	5
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	4	4
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	13	13
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	7	4	84	95
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	3	3
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	8113	7129	5182	20424

CIRCULATION BY HOLDINGS CODE
October 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	29	0	0	29
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	41	21	10	72
Blu-Ray (BR)	137	224	210	571
Books on CD (BKCD)	29	50	72	151
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	18	55	35	108
Digital Audiobooks (DA)	7	14	15	36
DVD (DVD)	1312	1767	1097	4176
Equipment (EQP)	49	7	6	62
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	428	486	208	1122
Fiction Fantasy (FICF)	6	0	19	25
Fiction Inspirational (FICI)	100	7	110	217
Fiction Mystery (FICM)	112	13	19	144
Fiction New (FICNEW)	368	360	224	952
Fiction Science Fiction (FICSF)	4	1	10	15
Fiction Western (FICW)	1	0	5	6

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	47	96	26	169
Hanging Bags (HANG)	52	81	39	172
Hotspots (WIFI)	11	99	25	135
ILL (ILL)	25	15	15	55
Internet (INTR)	515	194	123	832
Juv. Audio book (JAUDB)	30	12	18	60
Juv. Biography (JBIO)	40	3	9	52
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	63	27	4	94
Juv. Digital Device (JDDP)	15	28	14	57
Juvenile Easy (JE)	1246	799	615	2660
Juv. Easy Non-Fiction (JENF)	45	**85**	80	210
Juv. Easy Reader (JER)	486	430	203	1119
Juv. Easy Reader NF (JERN)	22	39	8	69
Juv. Fiction (JFIC)	715	332	356	1403
Juv. Graphic Novel (JGN)	216	190	165	571
Juv. Holiday (JHOL)	224	3	14	241
Juv. Launchpads (PTAB)	9	9	14	32
Juv. Magazine (JMAG)	15	5	18	38
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	395	216	189	800
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	0	0	2
Juv. Toddler (JTOD)	179	240	392	811
Large Print Fiction (LPF)	94	167	67	328
Large Print Inspirational (LPI)	0	0	7	7
Large Print Mystery (LPM)	0	1	4	5
Large Print New (LPN)	125	179	95	399
Large Print Nonfic (LPNF)	11	14	11	36
Large Print Western (LPW)	2	0	0	2
Magazine (MAG)	282	106	99	487
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	5	3	13
Non-Fiction 100 (NF100)	10	24	13	47
Non-Fiction 200 (NF200)	28	28	8	64
Non-Fiction 300 (NF300)	45	27	21	93
Non-Fiction 400 (NF400)	0	10	2	12
Non-Fiction 500 (NF500)	7	20	4	31
Non-Fiction 600 (NF600)	119	171	85	375
Non-Fiction 700 (NF700)	43	32	25	100
Non-Fiction 800 (NF800)	15	16	14	45
Non-Fiction 900 (NF900)	43	36	23	102
Non-Fiction Blu-Ray (NFBR)	1	1	1	3
Non-Fiction DVD (NFDVD)	27	32	56	115
Nonfiction (NFIC)	4	1	1	6
Nonfiction New (NFNEW)	103	139	99	341
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	2	16	5	23
Reference (REF)	16	15	33	64
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	15	4	2	21
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	38	4	2	44
SRCS (From other libraries III-SRC	0	82	44	126
SRCS (SRCSW) Wheatfield	1	0	0	1
STEAM Kits (STEAM)	6	8	4	18
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	0	13	13
YA Biography (YAB)	2	3	1	6
YA Books on CD (YABKCD)	0	0	13	13
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	85	68	92	245
YA Music CD (YACD)	0	14	0	14
YA Nonfiction (YANF)	6	11	5	22
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	3	0	3
				0
Free reads	208	51	98	357
Games/Puzzles	58	7	24	89
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8396	7203	5341	20940

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1448	1268	866	3582
Nonfiction	531	578	369	1478
CHILDREN'S BOOKS				
Fiction	2893	2030	1739	6662
Nonfiction	706	307	292	1305
YA BOOKS				
Fiction	132	164	118	414
Nonfiction	8	14	6	28
Preloaded Dig Dev, Child	9	9	14	32
Magazines, Adult	282	106	99	487
Magazines, Children	15	5	18	38
Sound Recordings, adult	54	119	148	321
Sound Recordings, ch	145	134	61	340
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	39	86	46	171
STEAM Kits	6	8	4	18

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1479	2040	1369	4888
Equipment	60	106	31	197
Total	7808	6974	5180	19962
A-V Circulation	1679	2293	1578	5550
A-V Circulation as % of total	21.5%	32.9%	30.5%	27.8%

CIRCULATION STATISTICS

October 2022

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	129	172	**1,448**	101	13	**1,268**	67	15	**866**	**3,582**
Nonfiction	64	121	**531**	101	9	**578**	37	0	**369**	**1,478**
CHILDREN'S BKS										
Fiction	86	4	**2,893**	73	15	**2,030**	48	6	**1,739**	**6,662**
Nonfiction	35	2	**706**	10	0	**307**	2	0	**292**	**1,305**
YA BOOKS										
Fiction	24	1	**132**	18	0	**164**	12	0	**118**	**414**
Nonfiction	4	0	**8**	2	0	**14**	0	0	**6**	**28**
Preloaded Dig Dev	0	0	**9**	0	0	**9**	0	0	**14**	**32**
Magazines,Adult	0	0	**282**	0	0	**106**	0	0	**99**	**487**
Magazines, Child	0	0	**15**	0	0	**5**	0	0	**18**	**38**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	9	0	**54**	12	1	**119**	10	0	**148**	**321**
Sound Rec/Child	7	0	**145**	27	0	**134**	1	0	**61**	**340**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**0**	0	0	**0**	**1**
SRCS	0	0	**39**	0	0	**86**	0	0	**46**	**171**
STEAM Kits	0	0	**6**	0	0	**8**	0	0	**4**	**18**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	17	1	**1,479**	29	0	**2,040**	20	3	**1,369**	**4,888**
Equipment	0	0	**60**	0	55	**106**	0	0	**31**	**197**
TOTAL	375	301	**7,808**	373	93	**6,974**	197	24	**5,180**	**19,962**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	86,938	79,781	62,506
Circulation Increase/Decrease	**12.5%**	**16.1%**	**22.1%**

MONTHLY SYSTEM STATISTICS	2021	2022	% change
Current month's Circulation	17,188	19,962	16.1%
Jan. to date circulation	159,967	177,122	10.7%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,136	25,093	17,282	17,370	15,996	16,048	**Fiction**
19,724	19,667	19,329	19,421	8,647	8,684	**Nonfiction**
						CHILDREN'S BKS
16,532	16,614	15,294	15,352	13,934	13,976	**Fiction**
9,740	9,773	6,568	6,578	6,804	6,806	**Nonfiction**
						YA BOOKS
2,545	2,568	3,471	3,489	3,530	3,542	**Fiction**
674	678	350	352	83	83	**Nonfiction**
12	12	21	21	32	32	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,829	3,838	978	989	5,043	5,053	**Sound Rec/Adult**
670	677	4,174	4,201	833	834	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	6	6	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
7,734	7,750	11,307	11,336	7,332	7,349	**VHS/DVD/Blu-ray**
118	118	142	87	58	58	**Equipment**
86,864	86,938	79,501	79,781	62,333	62,506	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

October 2022

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	256	55	158	34	298	65	712	154
LOCAL HISTORY								
In person	1	0	5	1	0	0	6	2
Letters written	7	7	8	8	0	0	15	15
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	515	21	194	8	123	5	832	35
Internet use-Wireless	1240		1271		713		3224	
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	6	1	0	0	8	1
Public FAX24	24		21		46		91	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	21	7	0	0	21	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	4		3		2		9	
Outreach activities	14	14	0	0	0	0	14	9
Meeting Room Use (no. of group	41	14	46	15	34	11	121	40
Study room use	42	4	30	3	20	2	92	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	2	2	0	0	0	0	2	12
E-books downloaded							3980	
IN-HOUSE USE ITEMS	346		300		48		694	
SELF-CHECKOUT USE	0		271		62		333	
INTERLIBRARY LOANS								
Requests made for:	19	5	18	5	33	8	70	18
Items rec'd for:	16	8	15	8	33	17	64	32
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	6221	10505	3883	20609
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	220	438	99	757
Number of New Patrons Added	42	29	14	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	12	72	15	90	14	84	41	246
Number attending	425		166		696		1287	
YA Programs (14-17)	3	18	2	12	0	0	5	30
Number attending	33		8		0		41	
Adult Programs	7	42	13	78	5	30	25	150
Number attending	68		139		68		275	
Senior Citizen Programs	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Total Number of Programs	**22**	132	**30**	180	**19**	114	**71**	426
Total Persons Attending	**526**		**313**		**764**		**1603**	
Total Attending Same Month Last Yr.	199		124		608		931	
Total Staff Hours Spent		262		269		221	753	759
Total Number of In-House Program	**15**		**27**		**14**		**56**	
Total Attendance	**178**		**252**		**191**		**621**	
Total Number of Outreach Progran	**7**		**3**		**5**		**15**	
Total Attendance	**348**		**61**		**573**		**982**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5197	66.1%	4437	63.4%	3896	75.2%	13530	67.5%
Corporate	82	1.0%	0	0.0%	0	0.0%	82	0.4%
Juvenile 0-11	134	1.7%	329	4.7%	103	2.0%	566	2.8%
Juvenile-AV	719	9.1%	531	7.6%	724	14.0%	1974	9.9%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	269	3.4%	234	3.3%	88	1.7%	591	2.9%
Reciprocal Juvenile	12	0.2%	0	0.0%	0	0.0%	12	0.1%
Reciprocal Juvenile AV	105	1.3%	53	0.8%	3	0.1%	161	0.8%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	20	0.3%	0	0.0%	20	0.1%
School	0	0.0%	45	0.6%	0	0.0%	45	0.2%
School AV	0	0.0%	55	0.8%	0	0.0%	55	0.3%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	68	1.0%	0	0.0%	68	0.3%
Staff	1022	13.0%	873	12.5%	246	4.7%	2141	10.7%
Walking books	40	0.5%	9	0.1%	2	0.0%	51	0.3%
YA 12-17	37	0.5%	107	1.5%	20	0.4%	164	2.9%
YA-AV	247	3.1%	232	3.3%	99	1.9%	578	2.9%
Total	7864		6993		5181		20038	
All items borrowed by nonresidents	386	4.9%	407	5.8%	91	1.8%	884	4.4%

Jasper County Public Library Circulation Policy

R10

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing. Patrons will be blocked from borrowing materials when one of the following conditions is met:

- Account balance exceeds $5.00
- Borrower has an overdue hotspot
- A single borrowed item becomes 8 weeks overdue
- Borrower library card has expired

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, and library employees are eligible for free Jasper County Public Library cards.

Non-resident students attending and non-resident teachers teaching at a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card in good standing from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Reciprocal cards must be renewed annually. Only residents of Jasper County, excluding Carpenter Township and persons owning property in Jasper County, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children, adults, and Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. Parents or legal guardians are not required to have their own card.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are long overdue or damaged.

Library cards do have expiration dates. Non-resident, reciprocal, PLAC and out of county cards have a one-year expiration. All other cards have a three-year expiration. Patrons in Collections are not allowed to renew or purchase a card until their account has a zero balance.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Blu-ray/DVD's, nonfiction	3 weeks
Blu-ray/DVD's, entertainment:	1 week
Hotspot	1 week
Launchpads/STEAM kits	1 week
Newspapers	1 week
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
VCR/DVD player:	in house use only
E-devices	in house use only

All materials may be renewed for three additional loan periods except for Hotspots. All circulating materials may be held for patrons. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

For school purposes books may be borrowed for an extended loan period of 6 weeks (with three three–week renewals).

Loan Limits

Blu-ray/DVDS:	5 entertainment Blu-rays, 5 nonfiction Blu-rays, 5 entertainment DVDs, and 5 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray/DVD's with signed parental permission form.
CD's:	20 adult cds, 20 YA cds, and 20 jcds per borrower's card (multiple CD sets count as one item)
Hotspots:	1 per adult card
Launchpads/STEAM kits	1 per card
All other materials:	Unlimited loan

Fines and Fees

Fines and fees ~~M~~ may only be paid in US currency. Fines do not accrue on days the library is closed. Fines will never exceed the original cost of the overdue item. No refunds will be issued except in the case of library error.

Overdue materials:	Hotspot	$5.00 per day per item
Overdue materials referred to collection agency:		$11~~10~~.00 per borrower plus overdue fines/fees

The lending library determines the fees that patrons will pay for lost or damaged ILL items.

Equipment Loans:	$2.00 per day; $10.00 deposit (exception-LCD projector $10/day with $100 deposit) refunded when material is returned undamaged
Lost Book	Original retail cost of item plus $5.00 processing fee
Transparent Language	Original retail cost of item plus $10.00 processing fee
Lost audiobook/Playaway/Playaway Views:	Original retail cost of item plus $10 processing fee
Lost or damaged pamphlets:	$1.00 per item plus $1.00 processing fee
Lost or damaged magazine:	$5.00 plus $3.00 processing fee
Other lost or damaged materials:	Original retail cost of item plus $5.00 processing fee.
Lost or damaged Hotspot:	Original retail cost of item plus $10 processing fee
Lost or damaged Launchpad/STEAM Kit/Wonderbook:	Original cost of item plus $5 processing fee

Patrons are required to pay for lost or damaged equipment and peripherals. Prices for equipment and peripherals do fluctuate. Fees will not be written into this policy. Instead the Business Manager will provide each library a current price list for equipment and peripherals that is based upon cost to the library.

Definition of Damaged Materials: Any material damaged while checked out to a patron where the damage is extensive enough to warrant removal from the collection and/or the material is deemed beyond repair. Examples of such damage include, but are not limited to, the following types of damage:

- Water, heat, smoke, fire, and/or mold damage
- Chewed, broken, torn, or otherwise damaged covers, pages, cases, discs, etc.
- Excessive writing, highlighting, or marking on library materials
- Malicious disfigurement of the physical item
- Malodorous items (pervasive, strong odors)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

$20.00 all hardback books, Blu-ray/DVDs, CDs
$8.00 all paperbacks
$1.00 all vertical file items, newspapers

Lost or damaged borrower's card:	$2.00
Photocopy Fees:	5 cents per side (black/white) 20 cents per side (color)

Printing Fees: 5 cents per side (black/white) or 20 cents per side (color); printing from online catalog is free

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives
Earbuds
DVD + R Writeable DVD

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Curbside Service: This service will be available anytime the library is open for business for materials pick-up. All circulating materials are available to be placed on hold and can be distributed through the curbside pick-up service. See Curbside Service Policy.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. See Interlibrary Loan Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL system.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

7/96; revised 11/22

R 14

Jasper County Public Library

Interlibrary Loan Policy

If patrons wish to borrow materials that are not owned by and/or not available through Jasper County Public Library, materials may be requested through Indiana Statewide Remote Circulation System (SRCS). If items are not available through SRCS, then the library will order the item in consideration of the library's Selection Policy.

Because the library is limited in regard to how many free annual requests may be made through INShare and because the fees to borrow through INShare may not be charged to patrons, only highly specialized, obscure, foreign language, out of print materials, book discussion materials or items that cannot be acquired will be requested through INShare. Only residents of and persons owning property in Jasper County, excluding Carpenter Township, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

The lending library determines the fees that patrons will pay for lost or damaged ILL items.

Jasper County Public Library will not lend the following items through interlibrary loan: genealogy/local history materials, bar-coded ILL, eBooks, reference materials, new/high demand items, professional collection materials, vertical file items, textbooks, ~~Playaways, Playaway Views~~, Wonderbooks, hotspots, Launch Pads, STEAM kits and equipment.

Adopted June 2017; revised 11/22

PEOPLE COUNT WEEK: WEEK OF OCTOBER 10-15, 2022

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/ OPAC Use			Directional Questions						Reference Questions					
													Phone			In-Person			Phone			In-Person		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2022	**917**	**805**	**786**	**111**	**77**	**25**	**63**	**60**	**38**	**126**	**104**	**36**	**93**	**56**	**23**	**371**	**103**	**110**	**76**	**76**	**11**	**240**	**123**	**48**
2021	1036	545	573	103	78	36	32	53	6	106	141	42	75	54	17	310	90	103	68	88	33	192	218	98
2020	764	479	492	81	90	80	36	110	7	81	128	30	133	36	45	252	42	77	74	90	19	109	164	72
2019	1435	1531	900	324	301	51	105	208	11	247	254	72	182	85	85	481	109	287	129	178	22	355	278	119
2018	1539	1829	996	191	241	101	54	52	4	206	342	132	220	130	97	420	116	167	119	128	28	399	283	88
2017	1539	1829	996	191	241	101	54	52	4	206	342	132	220	130	97	420	116	167	119	128	28	399	283	88
2016	1467	2177	1257	193	229	65	140	50	5	669	1364	351	88	88	55	189	132	145	44	84	59	148	279	52

Total number:

	D	R	W
2022	1997	1404	1077
2021	1922	1267	908
2020	1530	1139	822
2019	3258	2944	1547
2018	2904	2868	1517
2017	3148	3121	1613
2016	2938	4403	1989

Monthly Equivalents

REFERENCE QUESTIONS	D	R	W
Telephone: Directional	403	242	100
Telephone: Reference	329	329	48
In-person: Directional	1606	446	476
In-person: Reference	1039	533	208
Total	3377	1550	832
COPIES MADE FOR PATRONS	273	260	165

R16

Director's Report
October 2022

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

Policies for Review: There are three policies up for review in November: Meeting Room Policy, Circulation Policy, and Interlibrary Loan Policy.
There are no recommended revisions to the Meeting Room Policy. We do recommend minor revisions to the Circulation Policy and the Interlibrary Loan Policy. In the Circulation Policy we have revised language on page 161, explaining the card expiration dates; we tweaked the sentence about fines and fees on page 163 and revised the collection fee on that same page because the collection agency has increased the fee that the library is charged. We do pass that cost along to patrons. In the Interlibrary Loan Policy, we are revising the last paragraph striking Playaways and Playaway Views (we now have enough to loan them out via ILL) and adding Wonderbooks to the list of things we won't loan via ILL because we do not have enough Wonderbooks in our collection to loan them via ILL. Please see R 10 & R 14. **If you approve the Consent Agenda items, you will approve revising the Circulation Policy and the Interlibrary Loan Policy as presented.**

General Business:

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong and Sheila Broussard will present their annual reports at the November Board meeting.

DeMotte Parking Lot Project Final Report: Architect, Harry Mohler, sent a final report to me via email. We held the final punch list meeting November 3, 2022. Curt Albertson, Hamstra Builders, Brent VanSoest, Countryside Landscaping, Patty Stringfellow, Library Director and Shannon Heldak, DeMotte Library Branch Manager and Harry attended. The project is complete. We experienced a rain event on October 11 and 12. Some erosion on the hill occurred but that was corrected by installing straw tubes at the top of the hill until our plantings are established. Countryside will power wash topsoil washed onto the brick pavers during the rains. The rain was a good test for the project. The rainwater flowed to the dry creek as planned and to the drain as well. Maintenance instructions for pergolas, bridges, plants, and trees will be forwarded to the library. Snow removal instructions were discussed. The final change order #6 (which is a $313 credit) and final payment and release of retainage were discussed. They have been authorized and forwarded by the Architect (in advance of the November board meeting). The Grand Opening for the Story Walk was held on a beautiful November day with 4 groups present to experience the walk. Board members Mark Heinig and Kevin Kaluf attended the opening. Staff have observed classes from DeMotte Elementary walking over to the library to do the Story Walk and have received numerous compliments about the project. A press release with picture has been sent to the Indiana State Library's e-newsletter, the Wednesday Word.

Rensselaer Library Chiller: Our HVAC vendor Precision Control has alerted me to a critical repair need for our Rensselaer Library Chiller, equipment tied to our cooling system. I will summarize the problem and options to correct at our November board meeting. I will also circle back to our August discussion about our need for a Capital Improvement Plan. The two matters are related and will help us craft an action plan.

2023 Slate of Officers: The Nominating Committee will present a slate of officers for 2023. Elections will be held at the December Board meeting.

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Wednesday, December 28, 2022. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

Director's Report:

Now that our DeMotte Parking Lot project is complete, our insurance agent, Stace Pickering, has made some necessary adjustments to our building insurance. He deleted coverage for vacant land and increased property in the open limit to $86,879 due to our pergolas and bridges at DeMotte Library. This resulted in an invoice balance due of $36.

Janelle's board term is set to expire on December 31, 2022. I sent a letter to Janelle's appointing authority, County Commissioners, regarding a reappointment.

Last month I reported that concrete repairs were coming to the Rensselaer Library. There are several areas of the sidewalk and curbs that need repair. We tried to repair in 2021 but had trouble getting contractors onsite to quote. This year I finally got contractors onsite and finally in late summer had a quote in hand. We accepted the quote and work was scheduled to be complete this fall. Now there is a concrete shortage with state jobs getting highest priority. It is doubtful that repairs will be made at Rensselaer Library this year. This has been very frustrating for us.

Our Indiana Legal Help Kiosk has been delivered. The Indiana Bar Association has a very precise process for delivery, installation, training, and promotion. We are at the installation stage as I write this report. Hopefully by the beginning of the year we will be up and running and ready to serve patrons.

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. A summary of our count is included in your November packet. Please see R 16.

Several members of our staff participated in virtual TLCU in October and found it valuable and enlightening. LEUs were earned.

We have updated our free listing in the American Library Directory. The directory contains address and contact information, holdings, collections, automation and personnel.

Our Summer Reading theme for 2023 will be "All Together Now."

System Administrator News

Sheila reports that she "finished recreating the DeMotte Envisionware Admin Console laptop after it's hard drive died (such a short sentence to describe days of work). We still don't have the nightly backups automated. Chris is still working on this. I spoke with Chris about setting up new PCs when we receive them. He said that the potential issue is that they run into wildly varying issues with each PC, and there is no way to prepare me for them. I expressed that we can't pay to have Roeing set all of them up and that I'm going to need to try. He said he will write up instructions, and he will walk me through them; however, when we run into issues, he will try to help me remotely. I asked about installing every PC from scratch, and he explained that we can't do that because of all of the settings we have set up on the server. We purchased 9 new Meraki access points to replace our current ones that are approaching end of life. I am getting a quote from Roeing to have them installed in the ceilings."

Technical Services News

Becky reports, "I got around to asking TLC about some of my reports I was not able to access. I wasn't sure if it was my fault for not saving them right, or if they didn't transfer the way they should have. So they looked at it, worked on it, and one day all my reports were gone! They told me they fixed my account, but I'd have to find each report and put it in the MY Content folder! I had to get a bit "snippy" with them, and eventually got a phone call from one of the people who worked on the problem. He said "Congratulations! You are the first person to have a corrupted user account in Cognos. They had to recreate my user account, and then were able to re-load the reports in the My Content folder. Everything worked well when I ran reports yesterday!"

DeMotte Library News

Shannon reports, "Autumn and I worked on getting the StoryWalk® boards ready and installed. We also filmed a short video explaining the StoryWalk® with a quick walkthrough to help promote it. We've really enjoyed creating this and getting it ready for the community. Staff noticed a mom with her toddler doing a photoshoot on one of the bridges. She even brought pumpkins to help stage the area. I'm so glad patrons and community members are finding value in the nature area. Autumn was approached by Aperion Care to see if she would be interested in reading spooky stories around a campfire during their Halloween Hoopla. We of course said yes! While families waiting for a hayride or sat around eating, Autumn was able to interact with them and read stories. This was a great event with 250+ people attending. We would be happy to do it again next year. The DeMotte Christian 8th grade history class came over for their annual history project research trip. Autumn was able to try a new way of handling their topics which seems to be much more efficient. She hopes to be able to go to them next year and demonstrate how to search our catalog, place books on hold, and research our databases. We think this would be beneficial to them before they come into the library looking for books."

Rensselaer Library News

Linda reports, "People Count Week was held the 10th through the 15th this year; our volunteers helped out again this year. It is wonderful having them back! Cliff Havens presented his second Medicare 101 session of the season, he has 1 more scheduled for next month, he had a better attendance at this session. We have Megan, a SHIP volunteer using our computer room to assist our senior community evaluate their Medicare supplement plans. Kayla held our first Kahoot trivia program and it was well received. Melissa Smith held a Cook from the Book program. Mel updated the Rensselaer Library Public and Staff Floor plans (they look MARVELOUS) and Sheila updated the intranet. Several different staff watched educational webinars this month. Many staff are enjoying using their vacation time. Melissa Smith has been helpful in working on the 30th Birthday celebration plans. Linda participated in the Indiana Digital Library Content Collection Team call this month, finishing touches are being completed to help the team function as a cohesive unit, with designated roles for the volunteers."

Wheatfield Library News

Evie reports, "Youth Services kept busy with Lapsit sessions, After School Program, Maker Monday, and Halloween Story Times. Rachael also visited each of the classes at Wheatfield Elementary and participated in their "Science @ the Park" night. Evie and Lauren also held another successful Nerf Night and represented JCPL at First Church's Trunk-or-Treat with a Harry Potter themed booth (the event was moved inside due to the weather, so it was a booth instead of a trunk!) – over 1,000 people came through! Rachael and Lauren created a couple new craft kits for patrons to do at home."

Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet. - Patty

F1

JCPL FINANCIAL STATEMENT
October 31, 2022

	Beginning 2022 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,181,439.75	$204,052.83	$1,975,722.56	$76,769.51	$1,747,712.36	$953,429.55
Public Library Access Card Fund	$0.00	$0.00	$65.00	$0.00	$65.00	$0.00
Gift Fund	$24,901.20	$1,278.78	$13,521.35	$941.82	$15,910.54	$27,290.39
DeMotte	$8,960.54	$187.05	$3,962.86	$0.00	$3,805.77	$8,803.45
Rensselaer	$13,449.69	$490.78	$6,052.14	$728.65	$7,825.85	$15,223.40
Wheatfield	$2,490.97	$600.95	$3,506.35	$213.17	$4,278.92	$3,263.54
Library Improvement Reserve Fund	$232,465.52	$0.00	$0.00	$19.76	$193.68	$232,659.20
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,270,969.90	$45,003.15	$310,099.37	$4,477.65	$16,141.64	$1,977,012.17
Includes Investments of: $1,814,823.47						
Broadband Connectivity Grant Fund	$0.00	$1,807.50	$16,098.35	$0.00	$18,656.33	$2,557.98
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$50.94	$0.00	$27.32	$21.00	$175.03	$198.65
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$24,339.64	$0.00	$24,339.64	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,179.71	$86,135.25	$8,179.71	$86,135.25	$0.00
FICA Tax Collected	$0.00	$7,992.57	$82,674.85	$7,992.57	$82,674.85	$0.00
State Tax Collected	$0.00	$3,612.75	$37,527.57	$3,612.75	$37,527.57	$0.00
County Tax Collected	$0.00	$2,776.30	$28,619.21	$2,776.30	$28,619.21	$0.00
INPRS	$0.00	$2,960.71	$30,630.85	$2,960.71	$30,630.85	$0.00
Deferred Comp Plan	$0.00	$1,840.00	$23,850.00	$1,840.00	$23,850.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,607.59	$35,702.90	$3,607.52	$35,702.68	($0.22)
Life Insurance	$0.00	$337.60	$3,416.16	$337.58	$3,417.20	$1.04
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,713,240.21	$283,449.49	$2,668,430.38	$113,536.88	$2,151,751.83	$3,196,561.66

F2

Bank Balances

Jasper County Public Library

Report as of: **10/31/22**

	Bank	
1	Alliance Bank	$1,381,468.19
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,814,823.47
	Total all banks =	**$3,196,561.66**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$166.95	Jan-22
								$202.07	Feb-22
								$395.05	Mar-22
								$522.90	Apr-22
								$894.42	May-22
								$1,373.52	Jun-22
								$2,137.52	Jul-22
								$2,728.48	Aug-22
								$3,111.11	Sep-22
								$4,461.90	Oct-22

CLOSED INVESTMENTS:

IN-02-0225-0001	TrustINdiana	N/A	$310,000.00	Rainy Day

(7/29/22 transferred to Alliance Bank for DeMotte Parking Lot Project)

TOTAL INTEREST EARNED: **$15,993.92**

F3.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **10/1/22** *To* **10/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$83,595.00	$0.00	$83,595.00	$6,966.26	$69,561.20	$14,033.80	16.8
1.12 SALARY OF ASSISTANTS	$1,227,154.00	$0.00	$1,227,154.00	$93,290.69	$969,434.96	$257,719.04	21.0
1.13 WAGES OF JANITORS	$100,212.00	$0.00	$100,212.00	$7,079.71	$69,933.37	$30,278.63	30.2
1.21 EMPLOYER'S SHARE-FICA	$107,939.00	$0.00	$107,939.00	$7,992.57	$82,674.85	$25,264.15	23.4
1.22 UNEMPLOYMENT COMPENSATION	$2,462.00	$0.00	$2,462.00	$276.80	$2,464.39	($2.39)	-0.1
1.23 EMPLOYER'S CONTRIB.- PERF	$126,700.00	$0.00	$126,700.00	$9,681.22	$100,341.55	$26,358.45	20.8
1.24 EMPLOYER'S CONTRIB.- INS.	$173,581.00	$0.00	$173,581.00	$11,788.79	$116,405.87	$57,175.13	32.9
Subtotal	*$1,821,643.00*		$1,821,643.00	$137,076.04	$1,410,816.19	$410,826.81	22.6
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$411.87	$88.13	17.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$678.76	$3,973.77	$3,026.23	43.2
2.21 CLEANING & SANITATION SUPPLIES	$8,000.00	$0.00	$8,000.00	$717.08	$4,004.92	$3,995.08	49.9
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$803.27	$3,570.78	$1,929.22	35.1
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$972.98	$527.02	35.1
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$166.63	$233.37	58.3
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$4.49	$109.44	$640.56	85.4
2.41 LIBRARY SUPPLIES	$15,500.00	$0.00	$15,500.00	$2,908.89	$11,485.24	$4,014.76	25.9
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$5,112.49	$24,695.63	$15,054.37	37.9
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$6,000.00	$0.00	$6,000.00	$0.00	$4,502.50	$1,497.50	25.0
3.14 OTHER PROFESSIONAL SERVICES	$5,400.00	$0.00	$5,400.00	$3,627.34	$6,629.20	($1,229.20)	-22.8
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$0.00	$15,179.31	$14,920.69	49.6
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$3,000.00	$28,375.00	$3,125.00	9.9
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,084.12	$10,801.21	$3,198.79	22.8
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$270.05	$676.65	$1,323.35	66.2
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$1,005.00	$9,245.76	$10,754.24	53.8
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$37.34	$798.72	$8,201.28	91.1
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$121.11	$971.44	$828.56	46.0
3.26 NETWORKING	$84,956.00	$0.00	$84,956.00	$1,007.47	$10,448.53	$74,507.47	87.7
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$448.60	$351.40	43.9
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$3,486.64	$13.36	0.4
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$10,513.50	$24,902.00	$4,098.00	14.1
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,017.70	$14,648.42	$10,351.58	41.4
3.52 ELECTRICITY	$130,000.00	$0.00	$130,000.00	$9,472.58	$86,774.93	$43,225.07	33.3
3.53 WATER	$3,500.00	$0.00	$3,500.00	$337.91	$2,754.50	$745.50	21.3
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$628.62	$6,170.52	$1,829.48	22.9
3.61 BUILDING & STRUCTURES	$120,000.00	$0.00	$120,000.00	$4,678.79	$50,229.39	$69,770.61	58.1
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$1,029.10	($529.10)	-105.8
3.72 EQUIPMENT RENTALS	$350.00	$0.00	$350.00	$13.80	$294.23	$55.77	15.9
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$1,902.54	$697.46	26.8
3.93 TAXES & ASSESSMENTS	$1,200.00	$0.00	$1,200.00	$0.00	$418.00	$782.00	65.2
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$10.00	$190.00	95.0

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$110,044.00	$0.00	$110,044.00	$6,907.98	$101,586.06	$8,457.94	7.7
Subtotal	*$690,170.00*		$690,170.00	$43,723.31	$382,583.25	$307,586.75	44.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$40,000.00	$0.00	$40,000.00	$0.00	$8,755.80	$31,244.20	78.1
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$10,102.90	$90,739.75	$59,260.25	39.5
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$1,038.50	$10,881.90	$5,618.10	34.0
4.53 NONPRINTED MATERIALS	$66,000.00	$0.00	$66,000.00	$6,999.59	$47,250.04	$18,749.96	28.4
Subtotal	*$272,500.00*		$272,500.00	$18,140.99	$157,627.49	$114,872.51	42.2
Grand Total	$2,824,063.00	$0.00	$2,824,063.00	$204,052.83	$1,975,722.56	$848,340.44	30.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **10/1/22** *To* **10/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
2. Supplies							
2.23 OTHER OPERATING SUPPLIES	$0.00	$0.00	$0.00	$0.00	$54.87	($54.87)	#Div/0!
Subtotal	*$0.00*		$0.00	$0.00	$54.87	($54.87)	#Div/0!
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$350.00	$9,650.00	96.5
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$1,040.00	$5,135.00	$24,865.00	82.9
3.61 BUILDING & STRUCTURES	$720,657.00	$0.00	$720,657.00	$43,963.15	$303,609.55	$417,047.45	57.9
Subtotal	*$760,657.00*		$760,657.00	$45,003.15	$309,094.55	$451,562.45	59.4
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$100,000.00	$0.00	$100,000.00	$0.00	$949.95	$99,050.05	99.1
Subtotal	*$100,000.00*		$100,000.00	$0.00	$949.95	$99,050.05	99.1
Grand Total	$860,657.00	$0.00	$860,657.00	$45,003.15	$310,099.37	$550,557.63	64.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **10/1/22** *To* **10/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,807.50	$16,098.35	($16,098.35)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,807.50	$16,098.35	($16,098.35)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,807.50	$16,098.35	($16,098.35)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List

Jasper County Public Library

Report Date: From 10/1/22 **To** 10/31/22

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	634	PAYROLL	10/7/22	PAYROLL	$54,071.55
0	635	CHRISTINA SANDERS	10/7/22	Courier Mileage: 9/16-9/30/2022 (Conf #1170)	$436.25
0	636	INPRS fbo PERF	10/7/22	INPRS Contributions 10/7/22 Payroll	$6,360.95
0	637	IRS USA TAXPAYMENT	10/7/22	Federal Withholding, Medicare & FICA withheld 10/7/22 Payroll (Acknowledgement #82414910)	$12,236.36
0	638	NATIONWIDE	10/7/22	Annuity withheld 10/7/22 payroll	$920.00
0	639	TOWN OF DEMOTTE	10/7/22	Hydrant charge (conf# 1168)	$60.00
0	640	TOWN OF DEMOTTE	10/7/22	Dem: Sewer & Water : September 2022 (Conf #1167)	$141.61
0	641	TOWN OF WHEATFIELD	10/7/22	Wh: Sewer Service October 2022 (Conf #1169)	$77.35
38947	642	AARON'S LAWN CARE	10/10/22	DeM, Rens, & Wh: Mowing & edging	$900.00
38948	643	ACE HARDWARE	10/10/22	Maintenance supplies	$48.43
38949	644	AMAZON CAPITAL SERVICES	10/10/22	Books	$668.13
38950	645	ANTHEM BLUE CROSS BLUE	10/10/22	Health insurance premiums- October 2022	$14,262.08
38951	646	ANTHEM LIFE	10/10/22	Life insurance premiums- October 2022	$105.21
38952	647	BAKER & TAYLOR	10/10/22	Books, Continuations, AV, Auto. Yours	$9,267.00
38953	648	BAKER & TAYLOR ENTERTAIN	10/10/22	AV	$2,471.44
38954	649	BOOKPAGE	10/10/22	BookPage subscription- 12 monthly issues, November 2022 - October 2023, 100 copies	$648.00
38955	650	BUSINESS CARD	10/10/22	Kahoot subscription, background checks, books, library supplies, postage, Freedom to Read workshop expenses	$689.03
38956	651	BUSINESS MANAGEMENT DAI	10/10/22	Payroll Legal Alert subscription	$179.00
38957	652	CAPITAL ONE	10/10/22	Walmart: Library supplies	$40.84
38958	653	CAPITAL ONE TRADE CREDIT	10/10/22	Plug end for electrical cord on vacuum	$4.49
38959	654	CENTER POINT LARGE PRINT	10/10/22	Books	$294.35
38960	655	CI INSURANCE	10/10/22	Semi-annual premium for building insurance	$10,513.50
38961	656	CULLIGAN WATER CONDITIO	10/10/22	Wh: Water Cooler Rental- October 2022; 5-gallon drinking water- 6	$72.50
38962	657	DELL MARKETING L.P.	10/10/22	Toner	$262.24
38963	658	DELTA DENTAL	10/10/22	Dental insurance premiums- October 2022	$520.64
38964	659	DIGITAL DIVIDE DATA VENTU	10/10/22	Digitization of newspaper microfilm	$2,986.20
38965	660	ENA SERVICES LLC	10/10/22	Internet Service- August 2022	$1,807.50
38966	661	FINDAWAY WORLD, LLC	10/10/22	Wonderbooks, Playaways	$1,451.68
38967	662	HAMSTRA BUILDERS, INC.	10/10/22	DeM: Parking Lot Project progress	$43,963.15
38968	663	INDIANA GROCERY GROUP, L	10/10/22	Staff Development Day food, Nerf Fortnite program snacks, Bingo & trivia program prizes	$204.30
38969	664	INDIANA WILD	10/10/22	Program presenter	$805.50
38970	665	JEFFERSONVILLE LIBRARY	10/10/22	Lost ILL/SRCS item	$29.99
38971	666	JUDI'S BLOOMERS	10/10/22	Program presenter	$240.00
38972	667	KAUFMAN SEAL COATING LLC	10/10/22	Rens: Seal coat & stripe parking lot	$3,500.00
38973	668	KIRBY RISK CORPORATION	10/10/22	Light bulbs	$754.84
38974	669	KONE	10/10/22	DeM: Elevator maintenance agreement 10/1-12/31/22	$498.33
38975	670	LINDA POORTENGA	10/10/22	Mileage 9/28/22	$23.75
38976	671	MIDWEST TAPE LLC	10/10/22	Hoopla: advance digital payment; AV	$5,368.09
38977	672	MOHLER ARCHITECTS, P.C.	10/10/22	DeM: Parking lot project	$1,040.00
38978	673	NEILE TRAINOR	10/10/22	Mileage 7/6-9/28/22	$70.00
38979	674	NIMBO IP LLC	10/10/22	Monthly Managed Service- September 2022	$815.00
38980	675	NIPSCO	10/10/22	DeM & Wh: Gas & electric service 8/30-9/29/22	$6,684.33
38981	676	NITCO	10/10/22	DeM: Local phone service- October 2022	$138.27
38982	677	ODP BUSINESS SOLUTIONS, L	10/10/22	Janitorial, office, & library supplies	$335.11
38983	678	PATTY STRINGFELLOW	10/10/22	Mileage 9/28-10/3/22	$75.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
38984	679	POSTMASTER	10/10/22	Pre-stamped post cards, stamps	$248.00
38985	680	POST-TRIBUNE	10/10/22	DeM & Rens: Newspaper subscriptions Acct# 44365252	$211.50
38986	681	QUILL LLC	10/10/22	Office & janitorial supplies	$809.11
38987	682	RAINBOW BOOK COMPANY	10/10/22	Books	$608.43
38988	683	RELIABLE EXTERMINATORS, I	10/10/22	Rens: Exterior Treatment	$152.00
38989	684	ROEING CORPORATION	10/10/22	Tech Maintenance Support - 4th Installment 2022	$6,250.00
38990	685	STEVE'S SPECIALIZED SERVI	10/10/22	Laundry	$100.00
38991	686	SUNRISE PACKAGING	10/10/22	Audiobook cases, TV series cases	$2,305.90
38992	687	TRUGREEN PROCESSING CE	10/10/22	Rens: Lawn fertilization	$126.79
38993	688	ULINE	10/10/22	Filament tape, pine-sol cleaner, DVD cases	$556.50
38994	689	UNIQUE	10/10/22	Collections: Initial/Secondary Placements- September 2022	$87.60
38995	690	VSP INSURANCE CO. (CT)	10/10/22	Vision insurance premiums- October 2022	$190.88
0	691	PAYROLL	10/25/22	PAYROLL	$53,265.11
0	692	AFLAC	10/25/22	Supplemental Insurance October 2022 (conf# 1176)	$655.17
0	693	ALLIANCE BANK	10/25/22	Direct Deposit Fees - September 2022	$36.70
0	694	BRIGHTSPEED	10/25/22	Wh: Fax line October 2022 (conf# 1175)	$66.70
0	695	BRIGHTSPEED	10/25/22	Rens: Fax line- October 2022 (conf# 1172)	$64.15
0	696	CHRISTINA SANDERS	10/25/22	Courier Mileage: 10/1-10/15/2022 (Conf #1174)	$400.00
0	697	CITY OF RENSSELAER	10/25/22	Rens: Utilities: 9/6-10/6/2022 (Conf #152016461)	$4,260.32
0	698	INDIANA DEPARTMENT OF RE	10/25/22	State & County Taxes withheld October 2022 Payrolls (Conf #0-010-100-021)	$6,389.05
0	699	INDIANA WASTE SERVICE	10/25/22	DeM & Wh: Trash pick-up October 2022 (conf# 1173)	$174.50
0	700	INPRS fbo PERF	10/25/22	INPRS Contributions 10/25/22 Payroll	$6,280.98
0	701	IRS USA TAXPAYMENT	10/25/22	Federal Withholding, Medicare & FICA withheld 10/25/22 Payroll (Acknowledgement #84186247)	$11,928.49
0	702	NATIONWIDE	10/25/22	Annuity withheld 10/25/22 payroll	$920.00
0	703	T-MOBILE	10/25/22	Hotspot Data Service 9/2 - 10/1/22 (Conf #1171)	$1,007.47
0	704	INDIANA DEPT. OF WORKFOR	10/25/22	3rd Quarter 2022 Unemployment Compensation Payment (Conf #10000448518)	$276.80
0	705	ALLIANCE BANK	10/31/22	Positive Pay Fee- October 2022	$15.00
0	706	SQUARE, INC	10/31/22	Merchant Processing Fees- October 2022	$20.35

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$283,449.49**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, November 8, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $283,449.49

Date this 14th **day of** November **,20**22**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
October 31, 2022

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$600.77	$6,486.05
DeMotte	$277.97	$1,499.62		
Rensselaer	$208.94	$3,723.14		
Wheatfield	$113.86	$1,263.29		
PHOTOCOPIES:			$790.55	$7,973.06
DeMotte	$215.75	$2,297.95		
Rensselaer	$412.75	$4,038.96		
Wheatfield	$162.05	$1,636.15		
INTEREST (Checking, Repurchase, CDs):			$89.13	$897.57
TAXES:			$74,982.16	$1,729,615.98
Property Tax	$0.00	$833,997.25		
LOIT	$17,903.58	$179,035.80		
License Excise Tax	$0.00	$69,460.00		
Financial Institution Tax	$0.00	$3,419.13		
CVET(Commercial Vehicle Excise)	$0.00	$8,738.00		
LIT Certified Shares	$57,078.58	$634,965.80		
TAXABLE SALES:-			$0.00	$11.81
REFUNDS:			$306.90	$2,727.89
Rebates/Refund	$0.00	$312.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$300.00	$2,400.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$6.90	$15.89		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$76,769.51**	**$1,747,712.36**
PLAC FUND:			$0.00	$65.00
GIFT FUNDS:			$941.82	$15,910.54
DeMotte	$0.00	$3,805.77		
Rensselaer	$728.65	$7,825.85		
Wheatfield	$213.17	$4,278.92		
LIB. IMPROV. RESERVE FUND:			$19.76	$193.68
Interest Earned	$19.76	$193.68		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$4,477.65	$326,141.64
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$4,477.65	$16,141.64		
Interfund Transfer	$0.00	$310,000.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,656.33
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$21.00	$175.03
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$24,339.64
SUB-TOTAL (page 1)			**$82,229.74**	**$2,133,194.22**

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WITHHOLDING ACCOUNT FUNDS:			$31,307.14	$328,557.61
FIT Tax Collected	$8,179.71	$86,135.25		
FICA Collected	$7,992.57	$82,674.85		
State Tax Collected	$3,612.75	$37,527.57		
County Tax Collected	$2,776.30	$28,619.21		
INPRS	$2,960.71	$30,630.85		
Deferred Comp Plan	$1,840.00	$23,850.00		
Pre-tax Insurance Plan	$3,607.52	$35,702.68		
Life Insurance	$337.58	$3,417.20		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$113,536.88**	**$2,461,751.83**

F6a

Voucher List

Jasper County Public Library

Report Date: From **11/1/22** **To** **11/14/22**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	707	PAYROLL	11/10/22	PAYROLL	$57,016.24
0	708	CHRISTINA SANDERS	11/10/22	Courier Mileage: 10/16-10/31/2022 (Conf. #1177)	$397.50
0	709	INPRS fbo PERF	11/10/22	INPRS Contributions 11/10/22 Payroll	$6,658.79
0	710	IRS USA TAXPAYMENT	11/10/22	Federal Witholding, Medicare, & FICA withheld 11/10/22 Payroll (Acknowledgement #63656724)	$12,888.98
0	711	NATIONWIDE	11/10/22	Annuity Withheld 11/10/22 Payroll	$920.00
0	712	TOWN OF DEMOTTE	11/10/22	Dem: Sewer & Water: October 2022 (conf# 1178)	$210.83
0	713	TOWN OF WHEATFIELD	11/10/22	Wh: Sewer Service November 2022 (conf#1179)	$77.35
38996	714	AARON'S LAWN CARE	11/14/22	DeM, Rens, & Wh: Mowing & edging	$651.00
38997	715	AGE OF LEARNING, INC.	11/14/22	ABCmouse database subscription 10/1/22-9/30/23	$1,261.00
38998	716	ANTHEM BLUE CROSS BLUE	11/14/22	Health insurance premiums- November 2022	$14,262.08
38999	717	ANTHEM LIFE	11/14/22	Life insurance premiums- November 2022: T. Wampler premiums for September & October	$117.81
39000	718	BRIGHTSPEED	11/14/22	Rens: Fax line- November 2022	$63.34
39001	719	BUSINESS CARD	11/14/22	Library & maintenance supplies, postage	$257.18
39002	720	CAPITAL ONE	11/14/22	Walmart: Library & office supplies	$427.59
39003	721	CARDINAL COPIER SOLUTION	11/14/22	Quarterly maintenance agreement on DeMotte staff copier; contract overage 7/2-10/1/22	$571.91
39004	722	CHICAGO TRIBUNE	11/14/22	DeM & Rens: Newspaper subscriptions Acct# 20468938	$467.34
39005	723	CI INSURANCE	11/14/22	Building insurance: endorsement to delete vacant land & increase property coverage for parking lot project improvements	$36.00
39006	724	COLONIAL CLEANERS	11/14/22	DeM: Laundry	$19.08
39007	725	COUNTRYSIDE LANDSCAPING	11/14/22	Wh: Sprinkler system winterization	$180.00
39008	726	CULLIGAN WATER CONDITIO	11/14/22	Wh: Water Cooler Rental- November 2022	$13.80
39009	727	DELTA DENTAL	11/14/22	Dental insurance premiums- November 2022	$520.64
39010	728	DEMCO INC	11/14/22	Library supplies	$112.28
39011	729	ENA SERVICES LLC	11/14/22	Internet Service- September & October 2022	$3,615.00
39012	730	GRAINGER	11/14/22	Janitorial supplies	$184.24
39013	731	HAMSTRA BUILDERS, INC.	11/14/22	DeM: Parking Lot Project progress & final bill	$103,840.45
39014	732	ICC BUSINESS PRODUCTS	11/14/22	Janitorial, office, & library supplies	$321.50
39015	733	KAUFMAN SEAL COATING LLC	11/14/22	DeM:: Seal coat & stripe parking areas (excluding new parking lot)	$1,500.00
39016	734	KANOPY, INC.	11/14/22	Advance digital payment	$3,000.00
39017	735	KROGER GARDIS & REGAS, L	11/14/22	Legal Assistance: Personnel Matters	$462.00
39018	736	NIMBO IP LLC	11/14/22	Monthly Managed Service- October 2022	$815.00
39019	737	NIPSCO	11/14/22	DeM & Wh: Gas & electric service 9/29-10/27/22	$6,065.44
39020	738	NITCO	11/14/22	DeM: Local phone service- November 2022	$138.24
39021	739	PATTY STRINGFELLOW	11/14/22	Mileage 10/11-11/3/22	$137.50
39022	740	PRECISION CONTROL SYSTE	11/14/22	Rens: HVAC repairs	$2,514.00
39023	741	RACHEL KUHN	11/14/22	Mileage 10/7/22	$131.88
39024	742	RENSSELAER ROTARY CLUB	11/14/22	2nd quarter dues & meals	$112.00
39025	743	SMITH FARM STORE	11/14/22	Inner tube for wheelbarrow	$7.79
39026	744	THE LIBRARY STORE	11/14/22	CLIK-CLIK MagPole Kit, standard clikmagnets	$467.92
39027	745	TODAY'S BUSINESS SOLUTIO	11/14/22	PrinterOn Service Plan	$1,785.00
39028	746	UNIQUE	11/14/22	Collections: Initial/Secondary Placements- October 2022	$164.25
39029	747	VISUAL EDGE IT	11/14/22	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$1,324.54
39030	748	VSP INSURANCE CO. (CT)	11/14/22	Vision insurance premiums- November 2022	$190.88
39031	749	AFLAC	11/14/22	Supplemental Insurance November 2022	$655.17

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
39032	750	AMAZON CAPITAL SERVICES	11/14/22	Books, wall clock, 30-pin to HDMI cable adapter, chair cushion	$107.45
39033	751	BAKER & TAYLOR	11/14/22	Books, Continuations, AV, Auto. Yours	$14,450.81
39034	752	BAKER & TAYLOR ENTERTAIN	11/14/22	AV	$2,321.60
39035	753	BRIGHTSPEED	11/14/22	Wh: Fax line November 2022	$65.81
39036	754	CENTER POINT LARGE PRINT	11/14/22	Books	$409.69
39037	755	FINDAWAY WORLD, LLC	11/14/22	Wonderbooks, Playaways	$564.89
39038	756	INDIANA GROCERY GROUP, L	11/14/22	Teen program supplies, Cook the Book program supplies, Bingo program prizes, Anime Club snacks	$77.97
39039	757	INDIANA WASTE SERVICE	11/14/22	DeM & Wh: Trash pick-up November 2022	$174.50
39040	758	KAPCO	11/14/22	Poly covers, polyester wings	$102.20
39041	759	MIDWEST TAPE LLC	11/14/22	AV	$1,126.42
39042	760	ODP BUSINESS SOLUTIONS, L	11/14/22	Library, office, & janitorial supplies, office chairs	$1,722.37
39043	761	OVERDRIVE, INC.	11/14/22	Deposit on Account for Future Content Purchases	$6,700.00
39044	762	POSITIVE PROMOTIONS, INC.	11/14/22	Staff appreciation phone stands	$361.88
39045	763	QUILL LLC	11/14/22	Library, office, & janitorial supplies	$618.51

Total Amount of Claims **$253,367.64**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 14, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$253,367.64**

Date this 14th **day of** November **,20**22.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

DEC.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 12, 2022, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of November Board Meeting	
Bills/Financial Reports	
Salary Ordinance Update (R 7)	
Policy Review (R 10)	
General Business	
Health & Life Insurance Renewal (R 18)	Action
Dental & Vision Insurance Renewal (R 18)	Action
2023 Salary Increase (R 18)	Action
Director Salary 2023 (R 19)	Action
Election of Officers (R 19)	Action
End of December Board Meeting (R 19)	Information
Director's Report (R 18-R 21)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES **November 14, 2022**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Mark Heinig, Janelle Harper, Janet Umlauf, Julie Davidson, Janett Kingman, Patricia Stringfellow, Rayann Gilmore, Rebecca Amalong, Sheila Broussard
Absent: Kristie Housman

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, Interlibrary Loan Policy revisions, Circulation Policy revisions, and Meeting Room Policy review were approved as presented on a motion by K. Kaluf and seconded by J. Kingman. Motion passed.

Technical Services Librarian & Systems Administrator Annual Reports: Sheila Broussard, Systems Administrator, shared that the DeMotte Library fiber internet line was upgraded from 100m to 1G. This was completed on June 20th. Staff Development Day was held on September 9th via Zoom with staff participating from all three library locations. Sheila and the computer trouble-shooters created digital literacy presentations about PrinterOn & Libby and incorporated hands-on staff practice time along with Tech Tips & Tricks. As the Zoom Admin for the day, Sheila worked out the logistics of changing between presenters, sending links to outside presenters, where everyone was going to access Zoom such as PC or laptop. Agendas were created for individual tasks; a staff member was trained as backup; the staff photo was taken & edited; and the SDD Evaluation was created using M365 Forms. We set up a Canva Pro account and staff are finding it very useful for publicity. A time lapse camera was set up to record the progress on the DeMotte Parking Lot Project. Sheila created videos for social media which received a lot of engagement on Facebook. For the newspaper digitization project an account was set up with Amazon Web Services for file storage. FTP (file transfer protocol) access was set up so designated staff could download files once they were digitized. Next step is transferring files to an external SSD to send the files to Hoosier State Chronicles. Sheila created PowerPoint presentations & handouts for monthly Tech Tips this year. Topics covered include Microsoft Office 365, Intro to OneNote, Intranets, and Cyber Security.

Technical Services Librarian, Rebecca Amalong, reported hiring a new cataloger to replace a retiring cataloger at the beginning of the year. Every year we have a meeting with selectors to go over Automatically Yours lists and see what changes the selectors want to make. We used to meet in person, but this year Becky learned how to be a Zoom admin and host a meeting so that the group could meet virtually. It is always a very long day, and there is some waiting around between groups. A virtual meeting worked out better. We migrated to 5.X with TLC this year. This was a multi-part process to change our ILS to a Web based cataloging interface. One of the first things we did was visit LaPorte County Public Library to see how this version of TLC worked in the real world. Our public services staff had questions about how their work would change with the upgrade. We received a Migration Specialist, Michele Weidman, to be our contact person with TLC, and answer any questions we might have. We had a pre-migration call with Michele. Also on that call were Patty, Mary Molenaar, Linda Poortenga, Mel Widner, and Sheila Broussard. The cataloging staff had access to a "Sandbox" version of the new software. Our migration was scheduled for Saturday August 20, 2022, beginning at 5:30 PM CT. TLC assured us that our Public Services/Circulation software would be available to us when we opened on August 22. Catalogers would have to wait until the afternoon, after the Post-Migration call, to begin using the new software. Before the migration, Becky had to create some new logins for each of our staff members and modify existing accounts to ensure that they had the proper permissions. Our migration went relatively smoothly. There were some new workflows for Public Services staff, especially for SRCS/ILL, and the catalogers had to get used to a brand-new way of doing things. There were no huge disasters. Becky did, however, have a problem with running reports after the migration. She submitted a ticket to TLC. Eventually, after talking with COGNOS, they realized that Becky's user profile was corrupted. They had to delete it and recreate it, and finally re-load her reports. Now it is working fine. Apparently, this was a first for TLC. The migration, which was really more like getting a new ILS installed, took up most of the year, and affected all staff members. Everyone has been willing to make these changes. Baker & Taylor, our main source of print materials, were hacked and shut down for approximately a month in the late summer/early fall. We couldn't order from them. We did receive items from other vendors during this time, along with AY things. Once B & T was back in business, we were a bit inundated with items.

DeMotte Parking Lot Project Final Report: The final punch list meeting was held November 3, 2022 with Curt Albertson of Hamstra Builders, Brent VanSoest of Countryside Landscaping, Harry Mohler, Architect, Shannon Heldak, DeMotte Library Branch Manager, and P. Stringfellow, Library Director attending. The project is complete with only a few minor matters, such as adding mulch around a tree, to be attended to. We experienced a rain event on October 11 & 12. Some erosion on the hill occurred but that was corrected by installing straw tubes at the top of the hill until our plantings are established. Countryside cleaned the brick pavers to remove the topsoil washed there during the rains. The rain was a good test for the project. The rainwater flowed to the dry creek as planned and to the drain as well. Maintenance instructions for pergolas, bridges, plants, and trees will be forwarded to the library. Snow removal instructions were discussed. The final change order and final payment and release of retainage were discussed. They have been authorized by the Architect and included in this month's claims. The Grand Opening for the Story Walk was held on a beautiful November day with 4 groups present to experience the walk. Staff have observed classes from DeMotte Elementary walking over to the library to do the Story Walk. J. Umlauf shared a conversation that she had with a DeMotte resident who had some questions about the project.

Rensselaer Library Chiller: The chiller at the Rensselaer Library has a coolant leak. It was discovered early this summer. Coolant was added at that time to get us through the summer to avoid shutting down the system for repair during the hot weather. We have received a quote for repair, but since the equipment is old, we have requested a budget cost for replacement. Another issue presented itself this fall when the library experienced a power outage that scrambled the HVAC software programming. Precision technicians reprogrammed the system, and it seemed to be working well until the library experienced a power outage on November 5, a windy day. This scrambled the programming again. P. Stringfellow spoke with Tony, Precision Technician, about our HVAC system on November 14. He explained that the boiler, air handler, chiller pump, and boiler pump are hanging in there. The chiller is leaking, and we have antiquated software & devices that speak to the software. HVAC upgrades can be done, and in stages, if the library would like to do that. Precision engineers can come out and do an assessment and provide information and options at no charge or obligation to the library. They can also give an idea of the cost. After some discussion, it was decided to request an assessment by Precision engineers. The board would also like to investigate a back-up generator for power. P. Stringfellow will contact a local electrician and gather information for the board.

2023 Slate of Officers: M. Heinig presented the nominees for the following 2023 offices: J. Davidson, President; K. Kaluf, Vice-President; J. Umlauf, Secretary; J. Harper, Treasurer; and M. Heinig, Assistant Treasurer. The board will vote on the new slate at the December meeting.

Year-End Board Meeting: The year-end meeting to approve final bills, transfers and encumbrances for the year is tentatively scheduled for Wednesday, December 28 at 8:30am at Rensselaer Library. We need at least 4 board members for a quorum. J. Davidson, J. Umlauf, K. Kaluf, and J. Harper indicated they would be available.

Director's Report: P. Stringfellow reported we received our 2023 Budget Approval and 1782 Notice from the Department of Local Government Finance. The Board received a Notice of Public Hearing for a proposed economic revitalization area. Last month we reported that concrete repairs were coming to the Rensselaer Library. There are several areas of the sidewalk and curbs that need repair. We accepted a quote and work was scheduled to be complete this fall. Now there is a concrete shortage with state jobs getting the highest priority. It is doubtful that repairs will be made this year. Our Indiana Legal Help Kiosk has been delivered and software set up but is not yet ready for patrons to use. There is a very strict process for implementation which we are following as required.

Adjournment: With no further matters for discussion, J. Umlauf moved to adjourn the meeting at 7:17 PM, seconded by J. Kingman.

Janet Umlauf

Janet Umlauf, Secretary

Julie Davidson

Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
November 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	28	0	0	28
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	40	3	0	43
Blu-Ray (DBR)	97	1	1	99
Books on CD (DBKCD)	39	2	3	44
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	31	1	0	32
Digital Audiobooks (DDA)	12	0	0	12
DVD (DDVD)	1387	40	9	1436
Equipment (DEQP)	46	0	0	46
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	374	18	14	406
Fiction Fantasy (DFICF)	5	0	0	5
Fiction Inspirational (DFICI)	113	2	0	115
Fiction Mystery (DFICM)	113	11	11	135
Fiction New (DFICNEW)	379	25	14	418
Fiction Science Fiction (DFICSF)	1	5	0	6
Fiction Western (DFICW)	4	0	0	4
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	58	4	1	63
Hanging Bags (DHANG)	43	0	0	43
Hotspots (DWIFI)	7	31	5	43
ILL (DILL)	21	1	0	22
Internet (DINTER)	447	0	0	447
Juv. Audio book (DJAUDB)	24	0	0	24
Juv. Biography (DJBIO)	160	2	2	164
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	65	0	0	65
Juv. Digital Device (DJDDP)	13	0	1	14
Juvenile Easy (DJE)	955	16	25	996
Juv. Easy Non-fiction (DJENF)	35	2	2	39
Juv. Easy Reader (DJER)	408	2	1	411
Juv. Easy Reader NF (DJERN)	17	0	0	17
Juv. Fiction (DJFIC)	704	8	5	717
Juv. Graphic Novel (DJGN)	195	12	0	207
Juv. Holiday books (DJHOL)	177	15	32	224
Juv. Launchpads (DPTAB)	7			7
Juv. Magazine (DJMAG)	27	0	0	27
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	367	5	8	380
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	175	3	0	178
Large Print Fiction (DLPF)	125	21	8	154
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	133	2	4	139
Large Print Nonfic (DLPNF)	5	3	0	8
Large Print Western (DLPW)	1	0	0	1
Magazine (DMAG)	325	0	0	325
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	7	0	0	7
Nonfiction 100 (DNF100)	18	3	0	21
Nonfiction 200 (DNF200)	18	1	0	19
Nonfiction 300 (DNF300)	34	2	6	42
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	6	0	1	7
Nonfiction 600 (DNF600)	120	2	5	127
Nonfiction 700 (DNF700)	46	2	1	49
Nonfiction 800 (DNF800)	15	1	1	17
Nonfiction 900 (DNF900)	37	5	1	43
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	33	1	2	36
Nonfiction (DNFIC)	4	0	1	5
Nonfiction New (DNFNEW)	105	13	9	127
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	11	0	0	11
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	7	63	0	70
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	15	0	0	15
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	70	9	3	82
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	11	1	0	12
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	28	2	32
Blu-Ray (RBR)	5	198	1	204
Books on CD (RBKCD)	2	49	2	53
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	0	94	0	94
Digital Audiobooks (RDA)	1	17	1	19
DVD (RDVD)	38	1814	16	1868
Equipment (REQP)	0	1	0	1
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	28	536	12	576
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	20	320	10	350
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	122	0	122
Hanging Bag (RHANG)	2	88	1	91
Hotspots (RWIFI)	8	32	6	46
ILL (RILL)	1	20	0	21
Internet (RINTER)	0	201	0	201
Juv. Audio book (RJAUDB)	3	10	1	14
Juv. Biography (RJBIO)	6	9	0	15
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	9	0	9
Juv. Digital Device (RJDDP)	0	9	2	11
Juvenile Easy (RJE)	15	833	33	881
Juv. Easy Non-fiction (RJENF)	0	43	2	45
Juv. Easy Reader (RJER)	2	333	1	336
Juv. Easy Reader NF (RJERN)	0	36	0	36
Juv. Fiction (RJFIC)	43	248	8	299
Juv. Graphic Novel (RJGN)	5	181	0	186
Juv. Launchpads (RPTAB)	3	12		15
Juv. Magazine (RJMAG)	0	6	0	6
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	164	6	178
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	7	182	2	191
Large Print Fiction (RLPF)	2	122	2	126
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	11	143	9	163
Large Print Nonfic (RLPNF)	0	6	0	6
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	26	104	0	130
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	11	1	12
Non-Fiction 100 (RNF100)	2	25	2	29

Non-Fiction 200 (RNF200)	1	26	2	29
Non-Fiction 300 (RNF300)	5	22	3	30
Non-Fiction 400 (RNF400)	1	5	0	6
Non-Fiction 500 (RNF500)	1	18	1	20
Non-Fiction 600 (RNF600)	5	125	10	140
Non-Fiction 700 (RNF700)	2	34	0	36
Non-Fiction 800 (RNF800)	0	10	1	11
Non-Fiction 900 (RNF900)	4	39	1	44
Nonfiction Blu-Ray (RNFBR)	1	3	0	4
Nonfiction DVD (RNFDVD)	1	79	2	82
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	16	125	20	161
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	3	0	3
Playaway View (RVIEW)	0	8	0	8
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	56	6	31	93
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	5	0	5
STEAM Kits (RSTEAM)	0	6	0	6
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	5	0	5
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	1	89	1	91
YA Music CD (RYACD)	0	17	0	17
YA Nonfiction (RYANF)	1	7	0	8
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	3	12	15
Blu-Ray (WBR)	3	0	191	194
Books on CD (WBKCD)	0	12	61	73
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	0	1	10	11
Digital Audiobooks (WDA)	0	1	10	11
DVD (WDVD)	18	30	1140	1188
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	16	10	149	175
Fiction Fantasy (WFICF)	0	0	15	15
Fiction Inspirational (WFICI)	9	4	129	142
Fiction Mystery (WFICM)	7	10	32	49

Fiction New (WFICNEW)	29	14	153	196
Fiction Science Fiction (WFICSF)	0	0	4	4
Fiction Western (WFICW)	0	0	7	7
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	14	18	32
Hanging Bags (WHANG)	2	0	31	33
Hotspots (WWIFI)	0	33	16	49
ILL (WILL)	0	0	8	8
Internet (WINTER)	0	0	121	121
Juv. Audio book (WJAUDB)	1	0	12	13
Juv. Biography (WJBIO)	10	0	21	31
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	1	1
Juv. Digital Device (WJDDP)	2	0	15	17
Juvenile Easy (WJE)	35	15	444	494
Juv. Easy Non-fiction (WJENF)	0	1	60	61
Juv. Easy Reader (WJER)	5	4	177	186
Juv. Easy Reader NF (WJERN)	0	0	12	12
Juv. Fiction (WJFIC)	36	13	335	384
Juv. Graphic Novel (WJGN)	9	2	161	172
Juv. Launchpads (WPTAB)	3	0	12	15
Juv. Magazine (WJMAG)	0	0	19	19
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	11	5	187	203
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	0	267	268
Large Print Fiction (WLPF)	3	3	67	73
Large Print Inspirational (WLPI)	0	0	7	7
Large Print Mystery (WLPM)	1	0	9	10
Large Print New (WLPN)	3	2	85	90
Large Print Nonfic (WLPNF)	1	1	9	11
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	1	0	34	35
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	2	1	12	15
Non-Fiction 200 (WNF200)	1	0	4	5
Non-Fiction 300 (WNF300)	2	1	15	18
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	10	10
Non-Fiction 600 (WNF600)	2	8	61	71
Non-Fiction 700 (WNF700)	0	3	9	12
Non-Fiction 800 (WNF800)	0	1	16	17
Non-Fiction 900 (WNF900)	0	0	27	27
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	1	3	51	55
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	1	12	69	82
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	5	5
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	5	5
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	0	0
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	8	4	75	87
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	0	8	10
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	8285	7189	4786	20260

CIRCULATION BY HOLDINGS CODE
November 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	28	0	0	28
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	42	34	14	90
Blu-Ray (BR)	108	202	194	504
Books on CD (BKCD)	41	63	66	170
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	31	96	10	137
Digital Audiobooks (DA)	13	18	11	42
DVD (DVD)	1443	1884	1165	4492
Equipment (EQP)	46	1	0	47
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	418	564	175	1157
Fiction Fantasy (FICF)	5	0	15	20
Fiction Inspirational (FICI)	122	6	129	257
Fiction Mystery (FICM)	120	21	43	184
Fiction New (FICNEW)	428	359	177	964
Fiction Science Fiction (FICSF)	1	5	4	10
Fiction Western (FICW)	4	0	7	11

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	58	140	19	217
Hanging Bags (HANG)	47	88	32	167
Hotspots (WIFI)	15	96	27	138
ILL (ILL)	22	21	8	51
Internet (INTR)	447	201	121	769
Juv. Audio book (JAUDB)	28	10	13	51
Juv. Biography (JBIO)	176	11	23	210
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	65	9	1	75
Juv. Digital Device (JDDP)	15	9	18	42
Juvenile Easy (JE)	1005	864	502	2371
Juv. Easy Non-Fiction (JENF)	35	**46**	64	145
Juv. Easy Reader (JER)	415	339	179	933
Juv. Easy Reader NF (JERN)	17	36	12	65
Juv. Fiction (JFIC)	783	269	348	1400
Juv. Graphic Novel (JGN)	209	195	161	565
Juv. Holiday (JHOL)	177	15	32	224
Juv. Launchpads (PTAB)	13	12	12	37
Juv. Magazine (JMAG)	27	6	19	52
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	386	174	201	761
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	183	185	269	637
Large Print Fiction (LPF)	130	146	77	353
Large Print Inspirational (LPI)	0	0	7	7
Large Print Mystery (LPM)	1	0	9	10
Large Print New (LPN)	147	147	98	392
Large Print Nonfic (LPNF)	6	10	9	25
Large Print Western (LPW)	1	0	0	1
Magazine (MAG)	352	104	34	490
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	7	11	3	21
Non-Fiction 100 (NF100)	22	29	14	65
Non-Fiction 200 (NF200)	20	27	6	53
Non-Fiction 300 (NF300)	41	25	24	90
Non-Fiction 400 (NF400)	3	5	1	9
Non-Fiction 500 (NF500)	7	18	12	37
Non-Fiction 600 (NF600)	127	135	76	338
Non-Fiction 700 (NF700)	48	39	10	97
Non-Fiction 800 (NF800)	15	12	18	45
Non-Fiction 900 (NF900)	41	44	29	114
Non-Fiction Blu-Ray (NFBR)	3	3	1	7
Non-Fiction DVD (NFDVD)	35	83	55	173
Nonfiction (NFIC)	4	0	1	5
Nonfiction New (NFNEW)	122	150	98	370
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	3	0	3
Professional Coll. (PROF)	0	2	0	2

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	8	5	13
Reference (REF)	28	23	16	67
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	0	3	14
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	56	6	31	93
SRCS (From other libraries III-SRC	7	63	0	70
SRCS (SRCSW) Wheatfield	0	5	0	5
STEAM Kits (STEAM)	15	6	5	26
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	5	0	5
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	0	0	0	0
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	79	102	79	260
YA Music CD (YACD)	0	17	0	17
YA Nonfiction (YANF)	14	8	8	30
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	0	0	0
				0
Free reads	130	97	129	356
Games/Puzzles	49	0	22	71
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8495	7312	4951	20758

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1507	1345	870	3722
Nonfiction	566	588	342	1496
CHILDREN'S BOOKS				
Fiction	2640	1888	1471	5999
Nonfiction	774	246	320	1340
YA BOOKS				
Fiction	137	242	98	477
Nonfiction	15	8	8	31
Preloaded Dig Dev, Child	13	12	12	37
Magazines, Adult	352	104	34	490
Magazines, Children	27	6	19	52
Sound Recordings, adult	85	182	87	354
Sound Recordings, ch	140	124	46	310
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	63	74	31	168
STEAM Kits	15	6	5	26

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1589	2180	1420	5189
Equipment	61	97	27	185
Total	7984	7102	4790	19876
A-V Circulation	1814	2486	1553	5853
A-V Circulation as % of total	22.7%	35.0%	32.4%	29.4%

CIRCULATION STATISTICS
November 2022

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	68	2	**1,507**	75	153	**1,345**	52	739	**870**	**3,722**
Nonfiction	36	5	**566**	49	0	**588**	26	6	**342**	**1,496**
CHILDREN'S BKS										
Fiction	40	6	**2,640**	48	88	**1,888**	54	7	**1,471**	**5,999**
Nonfiction	9	0	**774**	9	6	**246**	4	0	**320**	**1,340**
YA BOOKS										
Fiction	13	0	**137**	14	89	**242**	24	0	**98**	**477**
Nonfiction	1	0	**15**	0	0	**8**	0	0	**8**	**31**
Preloaded Dig Dev	3	0	**13**	2	0	**12**	0	0	**12**	**37**
Magazines,Adult	0	0	**352**	0	0	**104**	0	0	**34**	**490**
Magazines, Child	0	0	**27**	0	0	**6**	0	0	**19**	**52**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	15	0	**85**	45	0	**182**	5	0	**87**	**354**
Sound Rec/Child	0	0	**140**	0	0	**124**	1	0	**46**	**310**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**63**	0	0	**74**	0	0	**31**	**168**
STEAM Kits	0	0	**15**	0	0	**6**	0	0	**5**	**26**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	38	2	**1,589**	72	3	**2,180**	39	1	**1,420**	**5,189**
Equipment	0	0	**61**	0	0	**97**	0	0	**27**	**185**
TOTAL	223	15	**7,984**	314	339	**7,102**	205	753	**4,790**	**19,876**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	87,146	79,756	61,958
Circulation Increase/Decrease	**16.1%**	**20.3%**	**11.3%**

MONTHLY SYSTEM STATISTICS	2021	2022	% change
Current month's Circulation	17,083	19,876	16.3%
Jan. to date circulation	177,050	196,998	11.3%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,093	25,159	17,370	17,292	16,048	15,361	**Fiction**
19,667	19,698	19,421	19,470	8,684	8,704	**Nonfiction**
						CHILDREN'S BKS
16,614	16,648	15,352	15,312	13,976	14,023	**Fiction**
9,773	9,782	6,578	6,581	6,806	6,810	**Nonfiction**
						YA BOOKS
2,568	2,581	3,489	3,414	3,542	3,566	**Fiction**
678	679	352	352	83	83	**Nonfiction**
12	15	21	23	32	32	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,838	3,853	989	1,034	5,053	5,058	**Sound Rec/Adult**
677	677	4,201	4,201	834	835	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	6	6	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
7,750	7,786	11,336	11,405	7,349	7,387	**VHS/DVD/Blu-ray**
118	118	87	87	58	58	**Equipment**
86,938	87,146	79,781	79,756	62,506	61,958	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

November 2022

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	267	58	240	52	268	58	775	168
LOCAL HISTORY								
In person	3	1	6	2	0	0	9	3
Letters written	20	20	4	4	0	0	24	24
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	447	19	201	8	121	5	769	32
Internet use-Wireless	1200		1230		690		3120	
VCR Use	0	0	0	0	0	0	0	0
Microforms	6	1	7	1	0	0	13	2
Public FAX24	38		16		36		90	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	8	3	12	4	0	0	20	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	1		4		0		5	
Outreach activities	32	32	0	0	0	0	32	21
Meeting Room Use (no. of group	51	17	52	17	24	8	127	42
Study room use	69	6	53	4	26	2	148	12
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	2	0	0	0	2	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							3976	
IN-HOUSE USE ITEMS	319		150		74		543	
SELF-CHECKOUT USE	0		224		40		264	
INTERLIBRARY LOANS								
Requests made for:	35	9	19	5	20	5	74	19
Items rec'd for:	28	14	23	12	16	8	67	34
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6248	10522	3906	20676
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	220	440	99	759
Number of New Patrons Added	26	25	25	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	17	102	16	96	10	60	43	258
Number attending	194		127		408		729	
YA Programs (14-17)	5	30	2	12	0	0	7	42
Number attending	49		11		0		60	
Adult Programs	5	30	10	60	4	24	19	114
Number attending	48		94		37		179	
Senior Citizen Programs	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Total Number of Programs	**27**	162	**28**	168	**14**	84	**69**	414
Total Persons Attending	**291**		**232**		**445**		**968**	
Total Attending Same Month Last Yr.	161		206		484		851	
Total Staff Hours Spent		340		277		170	788	777
Total Number of In-House Program	**21**		**25**		**10**		**56**	
Total Attendance	**198**		**178**		**113**		**489**	
Total Number of Outreach Program	**6**		**3**		**4**		**13**	
Total Attendance	**93**		**54**		**332**		**479**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5410	67.5%	4560	62.7%	3521	73.1%	13491	67.1%
Corporate	115	1.4%	22	0.3%	24	0.5%	161	0.8%
Juvenile 0-11	126	1.6%	180	2.5%	76	1.6%	382	1.9%
Juvenile-AV	791	9.9%	592	8.1%	631	13.1%	2014	10.0%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	164	2.0%	337	4.6%	102	2.1%	603	3.0%
Reciprocal Juvenile	6	0.1%	13	0.2%	0	0.0%	19	0.1%
Reciprocal Juvenile AV	3	0.0%	14	0.2%	0	0.0%	17	0.1%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	48	0.7%	0	0.0%	48	0.2%
School	0	0.0%	37	0.5%	0	0.0%	37	0.2%
School AV	26	0.3%	38	0.5%	0	0.0%	64	0.3%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	142	2.0%	0	0.0%	142	0.7%
Staff	973	12.1%	940	12.9%	351	7.3%	2264	11.3%
Walking books	100	1.2%	11	0.2%	3	0.1%	114	0.6%
YA 12-17	21	0.3%	99	1.4%	16	0.3%	136	3.1%
YA-AV	282	3.5%	240	3.3%	92	1.9%	614	3.1%
Total	8017		7273		4816		20106	
All items borrowed by nonresidents	199	2.5%	487	6.7%	102	2.1%	788	3.9%

R7

Salary Ordinance 2022
Updated 12/12/22

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Kiersten Manis	Page	$7.25	11/21/22	10	R

We have hired Kiersten Manis replacing Syleena Barrett who no longer works for the library.

We have examined and approved the changes to the 2022 Jasper County Public Library Salary Ordinance. Dated 12/12/22.

Julie Davidson

Janett Kingman

Danelle Harper

R10

Jasper County Public Library Materials Selection Policy

LIBRARY BILL OF RIGHTS

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The library sets as its major goals in materials selection: to inform, enrich and empower all residents of the library's service district.

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, movies, audio books, e-books, and music.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

No new format may be added without Board approval.

BUILDING THE COLLECTION

The collection, taken as a whole, will be an excellent and unbiased source of information and recreation. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

By Age Group

1. Adult: Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste.

2. Young Adult: Each library will maintain a collection for young people aged approximately 11-17. This collection is intended primarily as a bridge between children and adult collections. Some titles appear in both the adult and young adult collections or in the children's and young adult collections.

3. Juvenile: This collection will endeavor to satisfy the informational, recreational, and cultural reading interests and needs of children from birth to age 12.

CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, will be selected in accordance with one or more of the following criteria:

- Critical reviews and information in professional selection aids
- Effectiveness of style, format and content for intended audience
- Need for breadth and diversity of viewpoints and subjects within the collection
- Relation to existing collection and other materials on the subject
- Reputation and significance of author, publisher, composer and/or artist
- Patron interest
- Cost
- Contemporary significance or permanent value
- Format

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to the criteria listed.

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity, the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will collect and retain a copy of all written and photographic materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families. In most cases, the Library is not able to accept clothing and other such historical memorabilia.

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

DATABASES/DIGITAL RESOURCES

The library offers access to subscription databases and digital collections. Some of this content is provided using third-party vendors and/or selectors. The selection of databases and digital resources will follow the same general criteria as the library's physical collections. In instances where individual title selection is not available, the selection of the service will be based on the vendor's reputation and overall content availability as a whole. Access to some digital resources may be limited to library district taxpayers or residents.

GIFTS

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes the final decision on its use or other disposition of the gift.
4. The Library reserves the right to decide the conditions of display, housing and access to the materials.

COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian, and/or Director. If a satisfactory resolution is not reached, the patron may make a written complaint using a Request for Reconsideration Form which will be reviewed by a staff committee appointed by the Director. The patron will be notified when the committee has made a determination.

If requested, the decision of the committee may be referred to the Library Board who will determine if Library policy has been followed.

COLLECTION MAINTENANCE

Except in the area of local history, JCPL is not a library of historical record. Therefore, to ensure a vital and useful collection, materials no longer useful to the library system will be disposed of according to good library practice and retention schedules.

USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

Adopted June 18, 1948. Amended 2/61, 6/67, and 1/80 by the ALA Council
Policy revised 11/96, 11/99; 11/01; 11/03; 11/09; 11/11; 11/13; 11/15; 11/21; 12/22

R15

JCPL Long Range Plan Report
December 2022

Goal 1 – JCPL is a welcoming community hub.

Measurable Outcomes:

Increased usage of the library and its services – circulation has increased nearly 11% year-to-date; service counts continue to rise

Improved satisfaction with library website

Evidence of improvements to our facilities inside and out – landscaping, color schemes, furniture, floor coverings, parking – new parking lot/nature area/story walk at DeMotte Library; removed hilly exit and added greens space and a program plaza area; painted handrails and window accents.

Evidence of continued safety training for staff and evaluation of current safety measures – fire system/pull alarm training for Rensselaer Library staff

Goal 2 – JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community

Measurable Outcomes:

Evidence of new and continued collaboration – Combat Coffee program for area veterans continues; continue to be involved with Chamber and Rotary groups – serving in leadership roles; participated in First Church Trunk or Treat with other area groups; manned booth at Sand Hill Crane festival;

Evidence of continued communication with community school students and faculty – participated in Wheatfield Elementary Science Fair; hosted school student visits for Library Card Sign-Up month; visited schools for same;

Evidence of continued communication with community organizations, businesses, and government units – Indiana Legal Help Kiosk installed at Rensselaer Library; readings and crafts offered at assisted living facilities; DeMotte Library partnered with Aperion Care to offer spooky fireside stories during their Halloween Hoopla event

Increased volunteerism in the community

Reviewed and revised policies and practices that are more community-focused

Evidence of continued collaboration with other area libraries – attended Freedom to Read presentation hosted by Pulaski County Public Library

Evidence of increased donations and support for the library – Jasper/Newton Foundation has announced that they will grant the total purchase price of a Grants Database, Candid, for one year, meeting an expressed community need.

Evidence of improved communication amongst community leaders – Director regularly attends Franciscan Coalition meetings and attended a Community Development luncheon hosted by Jasper County Economic Development

Increased attendance at library events – good turnout for Wheatfield's first Family Fun Fest; more participants in Wheatfield Library Holiday Photo Booth than last year;

Evidence of increased awareness of community events

Leadership training courses available in the community due to library partnership

Goal 3 – JCPL will evaluate services and collections, and how they are marketed to the public

Measurable Outcomes:

Maintained or increased number of patron requests acted upon - ongoing

Completed Summer Reading Program evaluation

Logo utilized on marketing and published materials - ongoing

Marketing materials made available to welcome centers for new residents

Evidence of increased community awareness of what the library is doing and why – shared timelapse videos of parking lot/story walk project and holiday window painting at DeMotte Library; Rensselaer Library celebrated their building's 30th birthday with refreshments, inviting patrons to create art that shows how the library has impacted their life

Evidence of new and expanded services – purchased Kahoot for popular library trivia programs; installed new and improved wireless access point devices; set up Bing Business Pages for each library and synced our library information with Google Business

Evidence of community conversations/turning outward – DeMotte patrons requested monthly bingo and trivia programs to continue; library will acquire a grants database, Candid, to meet an expressed community need, securing funding for the purchase.

Goal 4 – JCPL engages its staff and community in lifelong learning.

Measurable Outcomes:

Evidence of staff training on tech competencies, and community engagement – Staff Development Day topics included: Indiana 211 and digital literacy (PrinerOn, Libby, and Tips/Tricks handouts; webinars watched on creating Beanstack Winter Read and how to teach the community to use Overdrive; numerous staff attend virtual TLCU;

Increased number of learning opportunities in technology, health, finance, security, life skills, literacy, civic-mindedness, and the arts – held class on how to recycle glass jars into lanterns; held series of 'write ins' during NaNoWriMo; paper beading and pour painting classes offered; trained staff and patrons on dyslexia with library displays and fact sheets; Christmas painting crafts and Fall Wreath craft programs offered

Increased number of opportunities for staff to visit other libraries for educational opportunities –

Increased awareness, promotion, & use of digital resources

Evidence of continued digitization, making accessible interesting and/or historically significant items – ARPA Grant completed with numerous issues of newspapers on microfilm digitized; collection should be available for online use in January

Evidence of library events where citizens can discuss and learn in a positive environment

Director's Report
November 2022

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2023 and remove unnecessary pages. I will return your binders to you at the January meeting. - Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: No policies are scheduled to be reviewed in December; however, I am bringing a recommendation to you in regard to our Materials Selection Policy, a proposed revision. Please see R 10. I have added a section titled Databases/Digital Resources to the policy, explaining how these resources are evaluated and selected and that access may be limited (usually due to vendor requirements). We have offered databases and digital resources for years. It never occurred to me to explain evaluation and selection in our policy until this year when the topic came up at a NWI Directors' meeting. Another library shared their language, and I based my recommendation upon that, reflecting what we do at JCPL. **If you approve the Consent Agenda items, you will approve revising the Materials Selection Policy as presented.**

General Business:

Health & Life Insurance Renewal: Regarding Health & Life Insurance we recommend continuing with the coverage we currently have for both. The Health Insurance is on a rate hold (technically went up 3 cents per month). Life Insurance rates are the same as last year – no increase. Coverage for both remains the same.

Dental & Vision Insurance Renewal: Regarding Dental and Vision Insurance we recommend continuing with what we currently have. Dental Insurance is on a rate hold, no increase, and there is no change in the cost of Vision Insurance. We will be in the second year of a two-year renewal for the Vision Insurance in 2023. Coverage for both remains the same.

2023 Salary Increase: A board vote is required to implement a salary increase for staff in 2023.

Director Salary 2023: As per Board and Administration Monthly Tasks, Director Salary for 2023 is determined in open session.

Election of Officers: You will be electing your slate of officers for 2023. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President- Julie Davidson Vice-President- Kevin Kaluf, Secretary- Janet Umlauf, Treasurer- Janelle Harper and Assistant Treasurer- Mark Heinig.

End of December Board Meeting: Board members are scheduled to meet Wednesday, December 28, 2022, at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. We are scheduled to meet at 8:30am. Julie, Janet, Kevin, and Janelle have indicated that they can attend to make our quorum for that meeting.

Director's Report:

I received a very nice text message from a library director colleague on the morning of December 7: *Good morning Patty. My mom had the occasion to visit the Wheatfield library yesterday. She called me shortly after and said it was the nicest library she has ever been to, and it reminded her of a hotel.* It is a design gem, and I know for a fact that the design for branches of the Tippecanoe County Public Library were inspired by Wheatfield's layout.

I met with electrician Kevin Moore regarding a generator for the Rensselaer Library. He is working on a quote for us.

I have been in touch with Precision Control regarding an evaluation of our HVAC equipment at Rensselaer Library. Some emails have been exchanged as I seek to understand what they can do for us. I may have more information at our December meeting.

In August Brienne Hooker, Executive Director of the Jasper Newton Foundation, contacted me about an expressed community need, a grants database for community non-profits to use. Our Database Committee searched for and evaluated some options and found a good one. We shared our findings with the Foundation along with the pricing information and possible ways to fund. One option that I presented was a cost share – we would cover half of the cost and proposed that the Foundation could cover the other half. This would give us an opportunity to see if the database would be used and a cost-effective addition to the library holdings. The Foundation offered to grant us the funds for a one-year subscription in its entirety, nearly $5,000. This is a great collaboration between the Foundation and the Library, and we appreciate the Foundation's willingness to fund the database.

I have provided a Long-Range Plan quarterly report for your review. Please see R 15.

Our Directors and Officers Liability Insurance Policy is renewing with a slight increase, $112. The coverage remains the same. The carrier is Great American Insurance which is an A rated carrier.

No revisions are recommended to our Internal Control Standards and System at this time.

Rayann and I were not able to attend the virtual AVC User Group meeting or the virtual Annual Report/Bookkeeping Workshop due to scheduling conflicts this year, but we are able to view recordings of these important training sessions.

System Administrator News

The Indiana Legal Kiosk computer is up and running. Sheila created and distributed documentation to staff that she wrote for the new kiosk. She began researching a new password manager as a possible option for staff to use as a password manager. Nine new Meraki devices have now been installed, replacing old Meraki access points that were at end-of-life. Sheila troubleshot various PC issues in November – her dual monitor set-up, log-in pop up issues, Square iPad issues, etc. She deleted duplicate Bing Business profiles for our libraries. Three service requests were opened and nine were closed.

Technical Services News

Becky reports, "I had to make some changes to the holdings code for COLLECTIONS so that the only holds that can be placed are staff mediated holds. Linda discovered that individuals could place holds in the PAC for WIFI hotspots. The culprit was the rules the Collections and WIFI holdings codes (they share the same rules). Now that there are no PAC holds, things are working fine. Baker & Taylor had ANOTHER small security incident which caused them to stop all customer-facing parts of their site. We have received nothing from our November 18th order. Their website says that nothing has been shipped. We did receive 1 box of Adult Automatically Yours books, and 3 small boxes of movies today, December 1st."

DeMotte Library News

Shannon reports, "We started November off by officially opening our StoryWalk®. It was a beautiful day and we had three families and two board members attend. Since the opening, we've noticed many classes walking over from the elementary school. We have entered the DeMotte Chamber of Commerce's first annual business Christmas decorating contest. It's been all hands on deck as we prepped, planned, and created decorations. Each staff member created their own miniature gingerbread house that we've used to create a scavenger hunt. We've transformed the library into a winter wonderland. Kim helped a patron get "passports" for his vehicles to go to Mexico on a trip. While this was time consuming, because the website kept crashing, it's just another example of how we help people daily with different questions they have. Autumn had a local author and illustrator come in to read their book. We were very pleased with the turnout. Having the event in the children's section really helped get patron's attention who weren't aware the program was taking place. Autumn had our first Anime Movie night, which had an entirely new group of teens that don't attend anime club! Autumn brought in dragons that she's hand-made for our display case. We have received numerous compliments and several people have talked with Autumn directly to express how much they liked it."

Rensselaer Library News

Linda reports, "The building is holding up well, ready to celebrate its 30th birthday on the 30th. Public Service staff did a wonderful job in my absence to get artwork up and everything ready for our 30th building celebration! Ziese came out and repaired our staff slow flushing toilet, waiting for them to return to repair the handle flush in the ladies' handicap stall and evaluate the cooling unit on the water fountain. The annual Christmas Tree Walk was preempted this year by the Library 30th Celebration and local artwork will be on display through December 12th. Megan Rogers, SHIP counselor/supervisor, is meeting with seniors, this year to check that their Medicare plan is still the best one for them. Indiana Housing kiosk is installed and operational. I will serve on the Greater Rensselaer Chamber of Commerce Board of Directors starting next year."

Rensselaer Library did receive a Longevity Award at the year-end Annual Chamber Meeting. We always appreciate recognition.

Wheatfield Library News

Evie reports, "Alesia Klauer of Spare Room Studios came in and set up a holiday-themed photo backdrop, which was used by patrons to take their own pictures – it was originally scheduled November 4-12, but it remained set up through November 26, as there was no need for it to be removed earlier. Patrons appreciated the set-up (as well as the extra time) – we had 36 families/145 participants take advantage of the free service!"

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet. - Patty

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JCPL FINANCIAL STATEMENT
November 30, 2022

	Beginning 2022 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,181,439.75	$201,498.91	$2,177,221.47	$427,449.88	$2,175,162.24	$1,179,380.52
Public Library Access Card Fund	$0.00	$0.00	$65.00	$0.00	$65.00	$0.00
Gift Fund	$24,901.20	$755.49	$14,276.84	$2,634.99	$18,545.53	$29,169.89
DeMotte	$8,960.54	$138.52	$4,101.38	$1,455.00	$5,260.77	$10,119.93
Rensselaer	$13,449.69	$486.91	$6,539.05	$1,179.99	$9,005.84	$15,916.48
Wheatfield	$2,490.97	$130.06	$3,636.41	$0.00	$4,278.92	$3,133.48
Library Improvement Reserve Fund	$232,465.52	$0.00	$0.00	$19.12	$212.80	$232,678.32
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,270,969.90	$103,840.45	$413,939.82	$5,347.77	$21,489.41	$1,878,519.49
Includes Investments of: $1,820,160.75						
Broadband Connectivity Grant Fund	$0.00	$2,557.98	$18,656.33	$0.00	$18,656.33	$0.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$50.94	$0.00	$27.32	$24.50	$199.53	$223.15
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$24,339.64	$0.00	$24,339.64	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,657.53	$94,792.78	$8,657.53	$94,792.78	$0.00
FICA Tax Collected	$0.00	$8,422.93	$91,097.78	$8,422.93	$91,097.78	$0.00
State Tax Collected	$0.00	$3,799.43	$41,327.00	$3,799.43	$41,327.00	$0.00
County Tax Collected	$0.00	$2,941.81	$31,561.02	$2,941.81	$31,561.02	$0.00
INPRS	$0.00	$3,089.62	$33,720.47	$3,089.62	$33,720.47	$0.00
Deferred Comp Plan	$0.00	$1,840.00	$25,690.00	$1,840.00	$25,690.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,607.59	$39,310.49	$3,607.52	$39,310.20	($0.29)
Life Insurance	$0.00	$338.60	$3,754.76	$337.58	$3,754.78	$0.02
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,713,240.21	$341,350.34	$3,009,780.72	$468,172.68	$2,619,924.51	$3,323,384.00

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Bank Balances

Jasper County Public Library

Report as of: **11/30/22**

	Bank	
1	Alliance Bank	$1,502,953.25
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,820,160.75
	Total all banks =	**$3,323,384.00**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$166.95	Jan-22
								$202.07	Feb-22
								$395.05	Mar-22
								$522.90	Apr-22
								$894.42	May-22
								$1,373.52	Jun-22
								$2,137.52	Jul-22
								$2,728.48	Aug-22
								$3,111.11	Sep-22
								$4,461.90	Oct-22
								$5,337.28	Nov-22

CLOSED INVESTMENTS:

IN-02-0225-0001	TrustINdiana	N/A	$310,000.00	Rainy Day

(7/29/22 transferred to Alliance Bank for DeMotte Parking Lot Project)

TOTAL INTEREST EARNED: **$21,331.20**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **11/1/22** *To* **11/30/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$83,595.00	$0.00	$83,595.00	$6,966.26	$76,527.46	$7,067.54	8.5
1.12 SALARY OF ASSISTANTS	$1,227,154.00	$0.00	$1,227,154.00	$98,178.29	$1,067,613.25	$159,540.75	13.0
1.13 WAGES OF JANITORS	$100,212.00	$0.00	$100,212.00	$7,817.31	$77,750.68	$22,461.32	22.4
1.21 EMPLOYER'S SHARE-FICA	$107,939.00	$0.00	$107,939.00	$8,422.93	$91,097.78	$16,841.22	15.6
1.22 UNEMPLOYMENT COMPENSATION	$2,462.00	$0.00	$2,462.00	$0.00	$2,464.39	($2.39)	-0.1
1.23 EMPLOYER'S CONTRIB.- PERF	$126,700.00	$0.00	$126,700.00	$10,162.42	$110,503.97	$16,196.03	12.8
1.24 EMPLOYER'S CONTRIB.- INS.	$173,581.00	$0.00	$173,581.00	$11,800.39	$128,206.26	$45,374.74	26.1
Subtotal	*$1,821,643.00*		$1,821,643.00	$143,347.60	$1,554,163.79	$267,479.21	14.7
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$411.87	$88.13	17.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$874.38	$4,848.15	$2,151.85	30.7
2.21 CLEANING & SANITATION SUPPLIES	$8,000.00	$0.00	$8,000.00	$1,057.13	$5,062.05	$2,937.95	36.7
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$18.54	$3,589.32	$1,910.68	34.7
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$972.98	$527.02	35.1
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$166.63	$233.37	58.3
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$109.44	$640.56	85.4
2.41 LIBRARY SUPPLIES	$15,500.00	$0.00	$15,500.00	$777.01	$12,262.25	$3,237.75	20.9
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$39,750.00*		$39,750.00	$2,727.06	$27,422.69	$12,327.31	31.0
3. Other Services and Charge							

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$6,000.00	$0.00	$6,000.00	$462.00	$4,964.50	$1,035.50	17.3
3.14 OTHER PROFESSIONAL SERVICES	$5,400.00	$0.00	$5,400.00	$19.08	$6,648.28	($1,248.28)	-23.1
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$1,261.00	$16,440.31	$13,659.69	45.4
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$9,700.00	$38,075.00	($6,575.00)	-20.9
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,082.39	$11,883.60	$2,116.40	15.1
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$7.51	$684.16	$1,315.84	65.8
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$1,093.13	$10,338.89	$9,661.11	48.3
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$60.00	$858.72	$8,141.28	90.5
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$143.77	$1,115.21	$684.79	38.0
3.26 NETWORKING	$84,956.00	$0.00	$84,956.00	$2,101.02	$12,549.55	$72,406.45	85.2
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$448.60	$351.40	43.9
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$3,486.64	$13.36	0.4
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$36.00	$24,938.00	$4,062.00	14.0
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,372.90	$16,021.32	$8,978.68	35.9
3.52 ELECTRICITY	$130,000.00	$0.00	$130,000.00	$7,872.14	$94,647.07	$35,352.93	27.2
3.53 WATER	$3,500.00	$0.00	$3,500.00	$288.43	$3,042.93	$457.07	13.1
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$623.31	$6,793.83	$1,206.17	15.1
3.61 BUILDING & STRUCTURES	$120,000.00	$0.00	$120,000.00	$4,845.00	$55,074.39	$64,925.61	54.1
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$1,029.10	($529.10)	-105.8
3.72 EQUIPMENT RENTALS	$350.00	$0.00	$350.00	$13.80	$308.03	$41.97	12.0
3.91 DUES	$2,600.00	$0.00	$2,600.00	$52.00	$1,954.54	$645.46	24.8
3.93 TAXES & ASSESSMENTS	$1,200.00	$0.00	$1,200.00	$0.00	$418.00	$782.00	65.2
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$10.00	$190.00	95.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$110,044.00	$0.00	$110,044.00	$3,914.97	$105,501.03	$4,542.97	4.1
Subtotal	*$690,170.00*		$690,170.00	$34,948.45	$417,531.70	$272,638.30	39.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$40,000.00	$0.00	$40,000.00	$1,241.67	$9,997.47	$30,002.53	75.0
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$13,614.56	$104,354.31	$45,645.69	30.4
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$467.34	$11,349.24	$5,150.76	31.2
4.53 NONPRINTED MATERIALS	$66,000.00	$0.00	$66,000.00	$5,152.23	$52,402.27	$13,597.73	20.6
Subtotal	*$272,500.00*		$272,500.00	$20,475.80	$178,103.29	$94,396.71	34.6
Grand Total	$2,824,063.00	$0.00	$2,824,063.00	$201,498.91	$2,177,221.47	$646,841.53	22.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

F3d

Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **11/1/22** *To* **11/30/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
2. Supplies							
2.23 OTHER OPERATING SUPPLIES	$0.00	$0.00	$0.00	$0.00	$54.87	($54.87)	#Div/0!
Subtotal	*$0.00*		$0.00	$0.00	$54.87	($54.87)	#Div/0!
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$350.00	$9,650.00	96.5
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$0.00	$5,135.00	$24,865.00	82.9
3.61 BUILDING & STRUCTURES	$720,657.00	$0.00	$720,657.00	$103,840.45	$407,450.00	$313,207.00	43.5
Subtotal	*$760,657.00*		$760,657.00	$103,840.45	$412,935.00	$347,722.00	45.7
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$100,000.00	$0.00	$100,000.00	$0.00	$949.95	$99,050.05	99.1
Subtotal	*$100,000.00*		$100,000.00	$0.00	$949.95	$99,050.05	99.1
Grand Total	$860,657.00	$0.00	$860,657.00	$103,840.45	$413,939.82	$446,717.18	51.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **11/1/22** *To* **11/30/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$2,557.98	$18,656.33	($18,656.33)	#Div/0!
Subtotal	*$0.00*		$0.00	$2,557.98	$18,656.33	($18,656.33)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$2,557.98	$18,656.33	($18,656.33)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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F4a

Voucher List

Jasper County Public Library

Report Date: From **11/1/22** *To* **11/30/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	707	PAYROLL	11/10/22	PAYROLL	$57,016.24
0	708	CHRISTINA SANDERS	11/10/22	Courier Mileage: 10/16-10/31/2022 (Conf. #1177)	$397.50
0	709	INPRS fbo PERF	11/10/22	INPRS Contributions 11/10/22 Payroll	$6,658.79
0	710	IRS USA TAXPAYMENT	11/10/22	Federal Witholding, Medicare, & FICA withheld 11/10/22 Payroll (Acknowledgement #63656724)	$12,888.98
0	711	NATIONWIDE	11/10/22	Annuity Withheld 11/10/22 Payroll	$920.00
0	712	TOWN OF DEMOTTE	11/10/22	Dem: Sewer & Water: October 2022 (conf# 1178)	$210.83
0	713	TOWN OF WHEATFIELD	11/10/22	Wh: Sewer Service November 2022 (conf#1179)	$77.35
38996	714	AARON'S LAWN CARE	11/14/22	DeM, Rens, & Wh: Mowing & edging	$651.00
38997	715	AGE OF LEARNING, INC.	11/14/22	ABCmouse database subscription 10/1/22-9/30/23	$1,261.00
38998	716	ANTHEM BLUE CROSS BLUE	11/14/22	Health insurance premiums- November 2022	$14,262.08
38999	717	ANTHEM LIFE	11/14/22	Life insurance premiums- November 2022: T. Wampler premiums for September & October	$117.81
39000	718	BRIGHTSPEED	11/14/22	Rens: Fax line- November 2022	$63.34
39001	719	BUSINESS CARD	11/14/22	Library & maintenance supplies, postage	$257.18
39002	720	CAPITAL ONE	11/14/22	Walmart: Library & office supplies	$427.59
39003	721	CARDINAL COPIER SOLUTION	11/14/22	Quarterly maintenance agreement on DeMotte staff copier; contract overage 7/2-10/1/22	$571.91
39004	722	CHICAGO TRIBUNE	11/14/22	DeM & Rens: Newspaper subscriptions Acct# 20468938	$467.34
39005	723	CI INSURANCE	11/14/22	Building insurance: endorsement to delete vacant land & increase property coverage for parking lot project improvements	$36.00
39006	724	COLONIAL CLEANERS	11/14/22	DeM: Laundry	$19.08
39007	725	COUNTRYSIDE LANDSCAPING	11/14/22	Wh: Sprinkler system winterization	$180.00
39008	726	CULLIGAN WATER CONDITIO	11/14/22	Wh: Water Cooler Rental- November 2022	$13.80
39009	727	DELTA DENTAL	11/14/22	Dental insurance premiums- November 2022	$520.64
39010	728	DEMCO INC	11/14/22	Library supplies	$112.28
39011	729	ENA SERVICES LLC	11/14/22	Internet Service- September & October 2022	$3,615.00
39012	730	GRAINGER	11/14/22	Janitorial supplies	$184.24
39013	731	HAMSTRA BUILDERS, INC.	11/14/22	DeM: Parking Lot Project progress & final bill	$103,840.45
39014	732	ICC BUSINESS PRODUCTS	11/14/22	Janitorial, office, & library supplies	$321.50
39015	733	KAUFMAN SEAL COATING LLC	11/14/22	DeM:: Seal coat & stripe parking areas (excluding new parking lot)	$1,500.00
39016	734	KANOPY, INC.	11/14/22	Advance digital payment	$3,000.00
39017	735	KROGER GARDIS & REGAS, L	11/14/22	Legal Assistance: Personnel Matters	$462.00
39018	736	NIMBO IP LLC	11/14/22	Monthly Managed Service- October 2022	$815.00
39019	737	NIPSCO	11/14/22	DeM & Wh: Gas & electric service 9/29-10/27/22	$6,065.44
39020	738	NITCO	11/14/22	DeM: Local phone service- November 2022	$138.24
39021	739	PATTY STRINGFELLOW	11/14/22	Mileage 10/11-11/3/22	$137.50
39022	740	PRECISION CONTROL SYSTE	11/14/22	Rens: HVAC repairs	$2,514.00
39023	741	RACHEL KUHN	11/14/22	Mileage 10/7/22	$131.88
39024	742	RENSSELAER ROTARY CLUB	11/14/22	2nd quarter dues & meals	$112.00
39025	743	SMITH FARM STORE	11/14/22	Inner tube for wheelbarrow	$7.79
39026	744	THE LIBRARY STORE	11/14/22	CLIK-CLIK MagPole Kit, standard clikmagnets	$467.92
39027	745	TODAY'S BUSINESS SOLUTIO	11/14/22	PrinterOn Service Plan	$1,785.00
39028	746	UNIQUE	11/14/22	Collections: Initial/Secondary Placements- October 2022	$164.25
39029	747	VISUAL EDGE IT	11/14/22	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$1,324.54
39030	748	VSP INSURANCE CO. (CT)	11/14/22	Vision insurance premiums- November 2022	$190.88
39031	749	AFLAC	11/14/22	Supplemental Insurance November 2022	$655.17

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39032	750	AMAZON CAPITAL SERVICES	11/14/22	Books, wall clock, 30-pin to HDMI cable adapter, chair cushion	$107.45
39033	751	BAKER & TAYLOR	11/14/22	Books, Continuations, AV, Auto. Yours	$14,450.81
39034	752	BAKER & TAYLOR ENTERTAIN	11/14/22	AV	$2,321.60
39035	753	BRIGHTSPEED	11/14/22	Wh: Fax line November 2022	$65.81
39036	754	CENTER POINT LARGE PRINT	11/14/22	Books	$409.69
39037	755	FINDAWAY WORLD, LLC	11/14/22	Wonderbooks, Playaways	$564.89
39038	756	INDIANA GROCERY GROUP, L	11/14/22	Teen program supplies, Cook the Book program supplies, Bingo program prizes, Anime Club snacks	$77.97
39039	757	INDIANA WASTE SERVICE	11/14/22	DeM & Wh: Trash pick-up November 2022	$174.50
39040	758	KAPCO	11/14/22	Poly covers, polyester wings	$102.20
39041	759	MIDWEST TAPE LLC	11/14/22	AV	$1,126.42
39042	760	ODP BUSINESS SOLUTIONS, L	11/14/22	Library, office, & janitorial supplies, office chairs	$1,722.37
39043	761	OVERDRIVE, INC.	11/14/22	Deposit on Account for Future Content Purchases	$6,700.00
39044	762	POSITIVE PROMOTIONS, INC.	11/14/22	Staff appreciation phone stands	$361.88
39045	763	QUILL LLC	11/14/22	Library, office, & janitorial supplies	$618.51
0	764	PAYROLL	11/25/22	PAYROLL	$55,945.62
0	765	CITY OF RENSSELAER	11/25/22	Rens: Utilities: 10/6-11/3/22 (Conf# 152146944	$3,628.66
0	766	INDIANA DEPARTMENT OF RE	11/25/22	State & County Taxes withheld November 2022 Payrolls (Conf# 0-010-436-939)	$6,741.24
0	767	INPRS fbo PERF	11/25/22	INPRS Contributions 11/25/22 Payroll	$6,593.25
0	768	IRS USA TAXPAYMENT	11/25/22	Federal Witholding, Medicare, & FICA withheld 11/25/22 Payroll (Acknowledgement #12447891)	$12,614.41
0	769	NATIONWIDE	11/25/22	Annuity Withheld 11/25/22 Payroll	$920.00
0	770	T-MOBILE	11/25/22	Hotspot Data Service 10/2-11/1/22 (Conf #1181)	$1,044.00
0	771	CHRISTINA SANDERS	11/25/22	Courier Mileage: 11/1-11/15/2022 (Conf. #1180)	$426.25
0	772	ALLIANCE BANK	11/25/22	Direct Deposit Fees - October 2022	$36.80
0	773	ALLIANCE BANK	11/30/22	Positive Pay Fee- November 2022	$15.00
0	774	SQUARE, INC	11/30/22	Merchant Processing Fees- November 2022	$17.47

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
				Total Amount of Claims	**$341,350.34**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 6, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $341,350.34

Date this 12th **day of** December **,20** 22 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
November 30, 2022

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$555.40	$7,041.45
DeMotte	$194.91	$1,694.53		
Rensselaer	$275.13	$3,998.27		
Wheatfield	$85.36	$1,348.65		
PHOTOCOPIES:			$858.85	$8,831.91
DeMotte	$312.10	$2,610.05		
Rensselaer	$366.50	$4,405.46		
Wheatfield	$180.25	$1,816.40		
INTEREST (Checking, Repurchase, CDs):			$91.75	$989.32
TAXES:			$425,593.88	$2,155,209.86
Property Tax	$350,611.72	$1,184,608.97		
LOIT	$17,903.58	$196,939.38		
License Excise Tax	$0.00	$69,460.00		
Financial Institution Tax	$0.00	$3,419.13		
CVET(Commercial Vehicle Excise)	$0.00	$8,738.00		
LIT Certified Shares	$57,078.58	$692,044.38		
TAXABLE SALES:-			$0.00	$11.81
REFUNDS:			$350.00	$3,077.89
Rebates/Refund	$0.00	$312.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$350.00	$2,750.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$15.89		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$427,449.88**	**$2,175,162.24**
PLAC FUND:			$0.00	$65.00
GIFT FUNDS:			$2,634.99	$18,545.53
DeMotte	$1,455.00	$5,260.77		
Rensselaer	$1,179.99	$9,005.84		
Wheatfield	$0.00	$4,278.92		
LIB. IMPROV. RESERVE FUND:			$19.12	$212.80
Interest Earned	$19.12	$212.80		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$5,347.77	$331,489.41
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$5,347.77	$21,489.41		
Interfund Transfer	$0.00	$310,000.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,656.33
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$24.50	$199.53
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$24,339.64
SUB-TOTAL (page 1)			**$435,476.26**	**$2,568,670.48**

F5b

WITHHOLDING ACCOUNT FUNDS:			$32,696.42	$361,254.03
FIT Tax Collected	$8,657.53	$94,792.78		
FICA Collected	$8,422.93	$91,097.78		
State Tax Collected	$3,799.43	$41,327.00		
County Tax Collected	$2,941.81	$31,561.02		
INPRS	$3,089.62	$33,720.47		
Deferred Comp Plan	$1,840.00	$25,690.00		
Pre-tax Insurance Plan	$3,607.52	$39,310.20		
Life Insurance	$337.58	$3,754.78		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$468,172.68**	**$2,929,924.51**

F6a

Voucher List

Jasper County Public Library

Report Date: From 12/1/22 **To** 12/12/22

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	775	PAYROLL	12/9/22	PAYROLL	$55,628.85
0	776	INPRS fbo PERF	12/9/22	INPRS Contributions 12/9/22 Payroll	$6,598.75
0	777	IRS USA TAXPAYMENT	12/9/22	Federal Witholding, Medicare, & FICA withheld 12/9/22 Payroll	$12,552.38
0	778	NATIONWIDE	12/9/22	Annuity Withheld 12/9/22 Payroll	$920.00
39046	779	AARON'S LAWN CARE	12/12/22	Fall clean-up	$315.00
39047	780	ACE HARDWARE	12/12/22	Door kickdown, LED bulb	$41.97
39048	781	ANTHEM BLUE CROSS BLUE	12/12/22	Health insurance premiums- December 2022	$15,153.46
39049	782	ANTHEM LIFE	12/12/22	Life insurance premiums- December 2022; credit for A. Sanders Aug-Nov premiums	$92.61
39050	783	APPLIED INNOVATION	12/12/22	Quarterly maintenance agreement on patron copiers	$1,110.41
39051	784	BETTER CONTAINERS MFG. C	12/12/22	Love My Library bags	$196.97
39052	785	BRIGHTSPEED	12/12/22	Rens: Fax line- December 2022	$63.74
39053	786	BUSINESS CARD	12/12/22	Library & office supplies, postage, Flickr refund	$644.98
39054	787	CAPITAL ONE	12/12/22	Walmart: Library supplies	$219.56
39055	788	CHARLESTOWN-CLARK COUN	12/12/22	SRCS item# 373229	$30.99
39056	789	CI INSURANCE	12/12/22	D & O Professional Liability 2023 renewal	$3,866.00
39057	790	CULLIGAN WATER CONDITIO	12/12/22	Wh: Water Cooler Rental- December 2022; 5-gallon drinking water- 7	$81.45
39058	791	DELTA DENTAL	12/12/22	Dental insurance premiums- December 2022	$553.18
39059	792	DEMCO INC	12/12/22	Library supplies	$1,510.97
39060	793	ENGAGEDPATRONS.ORG	12/12/22	Events hosting service 1/1/2023-12/31/2023	$229.00
39061	794	GRAINGER	12/12/22	US flags, cleaner/disinfectant, multipurpose cleaner	$255.57
39062	795	ICC BUSINESS PRODUCTS	12/12/22	Janitorial, office, & library supplies	$222.35
39063	796	INDIANA GROCERY GROUP, L	12/12/22	Storywalk Opening refreshments	$12.99
39064	797	JAXTON SHUTER	12/12/22	Patron refund for overcharge	$4.00
39065	798	KANKAKEE VALLEY POST NE	12/12/22	DeM: Newspaper subscription Acct# 0045635	$99.00
39066	799	KIRBY RISK CORPORATION	12/12/22	LED bulbs, 4-port wire connectors	$1,186.56
39067	800	MAGAZINE SUBSCRIPTION SE	12/12/22	January - May 2023 magazine renewals	$3,690.47
39068	801	MAPLETRONICS COMPUTERS	12/12/22	ESET PROTECT Endpoint Antiviris Protection, 3 yr renewal	$1,809.00
39069	802	MOHLER ARCHITECTS, P.C.	12/12/22	DeM: Parking lot project	$1,000.00
39070	803	NIMBO IP LLC	12/12/22	Monthly Managed Service- November 2022	$815.00
39071	804	NIPSCO	12/12/22	DeM & Wh: Gas & electric service 10/27-11/29/22	$6,628.05
39072	805	NITCO	12/12/22	DeM: Local phone service- December 2022	$138.24
39073	806	POSTMASTER	12/12/22	Stamps	$619.20
39074	807	POST-TRIBUNE	12/12/22	DeM & Rens: Newspaper subscriptions Acct# 44365252	$211.50
39075	808	PRECISION CONTROL SYSTE	12/12/22	Rens: HVAC repair	$271.50
39076	809	QUILL LLC	12/12/22	Janitorial, office, & library supplies, chairs	$1,493.72
39077	810	ROEING CORPORATION	12/12/22	Meraki wireless access points, Meraki MR Enterprise Cloud Controller licenses- 5 years; Installation of news access points	$9,324.00
39078	811	SHEILA BROUSSARD	12/12/22	Mileage 7/13-11/29/22	$92.50
39079	812	THE LIBRARY STORE	12/12/22	Storage cart	$827.12
39080	813	VSP INSURANCE CO. (CT)	12/12/22	Vision insurance premiums- December 2022	$202.81
0	814	TOWN OF DEMOTTE	12/9/22	Dem: Sewer & Water: November 2022 (conf# 1183)	$153.04
0	815	TOWN OF WHEATFIELD	12/9/22	Wh: Sewer Service December 2022 (conf#1184)	$77.35
0	816	CHRISTINA SANDERS	12/9/22	Courier Mileage: 11/16-11/30/2022 (conf# 1182)	$310.00
39082	817	AFLAC	12/12/22	Supplemental Insurance December 2022	$739.18

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
39083	818	AMAZON CAPITAL SERVICES	12/12/22	Books, janitorial, office & maintenance supplies, digital photo frame, button maker, portable SSD	$715.50
39084	819	BAKER & TAYLOR	12/12/22	Books, Continuations, AV, Auto. Yours	$4,231.22
39085	820	BAKER & TAYLOR ENTERTAIN	12/12/22	AV	$2,021.67
39086	821	ENA SERVICES LLC	12/12/22	Internet Service- November 2022	$1,807.50
39087	822	INDIANA GROCERY GROUP, L	12/12/22	Management Meeting refreshments, Book Signing refreshments, Santa Visit snacks, Rensselaer Library 30th Anniversary refreshments	$206.50
39088	823	INDIANA WASTE SERVICE	12/12/22	DeM & Wh: Trash pick-up December 2022	$174.50
39089	824	JANICE WILMA	12/12/22	Mileage 8/11-12/5/22	$155.00
39090	825	THE LOCK DOCTOR	12/12/22	Rens: rekey exterior doors, new keys for exterior doors; DeM: additional keys for exterior doors	$580.00
39091	826	CENTURYLINK	12/12/22	Long distance phone charge Acct# 82298462	$0.04
39092	827	MICHAEL R. ANDERSON	12/12/22	Rens: salt sidewalks 11/18/22	$50.00
39093	828	MIDWEST TAPE LLC	12/12/22	AV	$1,674.68
39094	829	ODP BUSINESS SOLUTIONS, L	12/12/22	Janitorial, office, & library supplies, office chair	$1,121.57
39095	830	PATTY STRINGFELLOW	12/12/22	Mileage 12/7/22	$21.88
39096	831	RMC IMAGING, INC	12/12/22	ViewScan III and ViewScan 4 hardware & software support 12/31/22-12/30/23	$1,498.00
39097	832	UNIQUE	12/12/22	Collections: Initial/Secondary Placements- November 2022	$142.35

Total Amount of Claims **$144,393.83**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 12, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$144,393.83**

Date this 12th **day of** December **,20**22**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

YR E20

Agenda
Jasper County Public Library
Board of Trustees Year-End Meeting
Wednesday, December 28, 2022; 8:30am
Rensselaer Library Meeting Room

	Purpose
Opening of Meeting	Moment of Silence
Bills to be Allowed	Action
Transfers of Funds	Action
Public Forum	
Adjournment	

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Voucher List

Jasper County Public Library

Report Date: From **12/13/22** **To** **12/28/22**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	833	PAYROLL	12/23/22	PAYROLL	$55,607.78
0	834	ALLIANCE BANK	12/23/22	Direct Deposit Fees - November 2022	$36.90
0	835	BRIGHTSPEED	12/23/22	Wh: Fax line December 2022 (conf# 1186)	$66.29
0	836	CHRISTINA SANDERS	12/23/22	Courier Mileage: 12/1-12/15/2022 (conf# 1187)	$348.75
0	837	CITY OF RENSSELAER	12/23/22	Rens: Utilities: 11/3-12/6/22 (Conf# 152268850)	$4,193.11
0	838	INDIANA DEPARTMENT OF RE	12/23/22	State & County Taxes withheld December 2022 Payrolls (Conf# 0-010-843-353)	$6,611.32
0	839	INPRS fbo PERF	12/23/22	INPRS Contributions 12/23/22 Payroll	$6,580.90
0	840	IRS USA TAXPAYMENT	12/23/22	Federal Witholding, Medicare, & FICA withheld 12/23/22 Payroll (Acknowledgement #65414748)	$12,531.91
0	841	NATIONWIDE	12/23/22	Annuity Withheld 12/23/22 Payroll	$920.00
0	842	T-MOBILE	12/23/22	Hotspot Data Service 11/2-12/1/22 (Conf #1185)	$1,021.04
39098	843	AMAZON CAPITAL SERVICES	12/28/22	Book, desktop sorters, liquid ice melt w/pump sprayer, calendars	$318.34
39099	844	AMERICAN LIBRARY LABELS,	12/28/22	'Look For' labels	$111.79
39100	845	BAKER & TAYLOR	12/28/22	Books, Continuations, AV, Auto. Yours	$4,160.42
39101	846	BAKER & TAYLOR ENTERTAIN	12/28/22	AV	$1,094.89
39102	847	BETH HOPKINS	12/28/22	Mileage 12/13/22	$27.50
39103	848	CANDID	12/28/22	Candid database subscription 12/16/22-12/15/23, (invoice# CINV16048)	$4,995.00
39104	849	DANIEL VAN BLAIRCOM	12/28/22	Mileage 7/2-12/17/22	$25.88
39105	850	GOVCONNECTION, INC.	12/28/22	Office 365 license renewals	$1,194.74
39106	851	INDIANA LIBRARY FEDERATIO	12/28/22	2023 Institutional Membership dues	$1,385.36
39107	852	CAPITAL ONE	12/28/22	Walmart: Library supplies	$137.44
39108	853	KAPCO	12/28/22	Poly covers	$226.58
39109	854	KAYLA DE JONG	12/28/22	Mileage 4/19-12/16/22	$57.53
39110	855	LINDA POORTENGA	12/28/22	Mileage 11/9-11/25/22	$5.81
39111	856	THE LOCK DOCTOR	12/28/22	Rens: Master key lock on front entrance & conference room, 3 keys	$130.00
39112	857	MICHAEL R. ANDERSON	12/28/22	Rens: Salted sidewalks 12/17/22	$50.00
39113	858	MIDWEST TAPE LLC	12/28/22	AV	$474.63
39114	859	NEILE TRAINOR	12/28/22	Mileage 10/12-12/14/22	$111.88
39115	860	RACHAEL CAVINDER	12/28/22	Mileage 9/12-12/9/22	$65.00
39116	861	RAYANN GILMORE	12/28/22	Mileage 9/12-12/22/22	$56.31
39117	862	SHANNON HELDAK	12/28/22	Mileage 8/26-12/15/22	$86.25
39118	863	STEVE'S SPECIALIZED SERVI	12/28/22	Laundry	$30.00
39119	864	ZIESE PLUMBING, HEATING, &	12/28/22	Rens: Plumbing repairs	$212.00

F7b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$102,875.35**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 27, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $102,875.35

Date this 28th **day of** December **,20**22.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

December 28, 2022

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	Added Amount Appropriated		Amount Reduced
1.22 Unemployment Compensation	$ 2.39	1.21 Employer's Share- FICA	$ 2.39
3.14 Other Professional Services	$ 1,278.28	3.145 Databases/Licensing Services	$ 6,575.00
3.146 E-books Services	$ 6,575.00	3.26 Networking	$ 4,948.98
3.62 Equipment Repairs	$ 529.10		
3.91 Dues	$ 739.90		
3.98 Maintenance/Service Contracts	$ 2,401.70		
TOTAL Added	**$ 11,526.37**	**TOTAL Reduced**	**$ 11,526.37**

LIBRARY RAINY DAY FUND (201)

	Added Amount Appropriated		Amount Reduced
2.23 Other Operating Supplies	$ 54.87	3.61 Building & Structures	$ 54.87
TOTAL Added	**$ 54.87**	**TOTAL Reduced**	**$ 54.87**

AYE

Julie Davidson

Janet Umlauf

NAY

ATTEST:

Janet Umlauf

Secretary, Jasper County Public Library Board